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CENTER FOR
ADVANCED INTERNATIONAL STUDIES
UNIVERSITY OF MIAMI
CORAL GABLES, FLORIDA

NASA INFORMATION RESOURCES

FOR THE FEEDBACK PROCESS

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NASA INFORMATION RESOURCES FOR THE FEEDBACK PROCESS

INTRODUCTION

This report is intended to serve as a means to permit ready access to the massive amount of inhouse data of one form or another available at NASA Headquarters which would be useful in explaining, understanding, and evaluating the impact of NASA programs on the external environment.

Its purpose is to begin to provide a solution for the problem where a person searching for information on which to base judgments about the impact of NASA must himself identify and locate what is available, determine its limitations, and establish its applicability to the problem or question with which he is concerned.

Thus the intent here is to provide a document that will provide visibility into NASA as to the existence and location of documents and files that relate to policies, procedures, and organization, and identify pockets of special knowledge and describe data collections and data reports that would be pertinent in dealing with questions relative to the rationale and consequences of the NASA

programs.

But a number of points must be made that bear on the final form of the product.

First, there is not available at this time a manual detailing the administrative process which summarizes basic policies, principles, authorities and responsibilities in the context of NASA's basic administrative process.

Moreover, there is the fact that statements of basic policy have often been contained in operational memoranda addressed by the Administrator or other high level officials to particular individuals in connection with immediate and often one-shot operational problems or activities, as for example a congressional inquiry or reaction to informational material submitted for review. Such memoranda have more often than not simply served their immediate purposes and then been more or less "lost" in the files; they have seldom been singled out by recipients or other responsible individuals for incorporation into the mainstream of policy guidance within the Agency.

There is additionally the fact that an operational procedure is often not written but exists instead as a demeanor or position maintained by top management or other senior officials that largely comes about through face-to-

face meetings where an individual reports on the stewardship of the areas entrusted to him and the supervisor determines if he needs to take action in this area or some other area in order to accomplish his purpose. One example of this is spoken of in Mr. James E. Webb's foreword to Robert L. Rosholt's books, An Administrative History of NASA: 1958-1963:

> A second major area in which the reasons for our decisions and the results of them are not fully reported relates to our determination to build a management system that would emphasize the importance of first-class performance and individual competence at each level of organization. We attached high importance to the development of competence in all phases of administration as well as in the scientific and engineering disciplines, and other specialties. Our policy was to utilize and emphasize the importance we attached to patterns of administration that would foster a pervasive development of careful judgment as an almost instinctive approach to important problems of key personnel.

An illustration of this is in the field of procurement. Here, Dr. Dryden, Dr. Seamans, and I determined that we would personally examine, in detail, the results of the work of all source evaluation boards on competitively negotiated contracts that amounted to 5 million dollars or more....We deeply immersed ourselves on a daily basis in very complete analysis of the main factors, within NASA and at the plants of our contractors, on which our projects depend for success, and the views, approaches, and analytical judgment of our senior personnel.

The fact that the three senior officers of the agency would take the time to co-duct what amounted to thorough hearing and question-and-answer period on each contractor selection action enabled all levels of management, in Headquarters and in our Centers, to get their questions out on the table before all three of us for debate and clarification. Another important result was that when the presentation was over, everyone involved had a clear

> understanding of the elements basic to a proper decision and everyone in NASA concerned with the matter was aware of this. The burden then passed to Dryden, Seamans, and me to make the final decision, and the personnel of the boards were in a position to form their own judgments as to whether the three of us did in fact arrive at the best decision as indicated by the facts and analysis. Further, an important element of a NASA-wide and pervasive self-policing system was thereby established. This has had an important effect on maintaining high standards throughout the agency.

Additionally, there is of course the fact that the NASA organization is still evolving and will change and continue to change for quite some time to come.

Thus, what is available to explain the NASA programs does not belong to a structure but is a mixture of reports, files, and collections of documents. As such,

some items may not be fully visible at this moment and others are not included to avoid drowning in detail. In this connection, further work obviously is required, and a mechanism should be instituted whereby further data and derivative data or observations would be retained and incorporated if appropriate into the catalogue.

W

SOURCE DESCRIPTION

TITLE: NASA Semiannual Report to Congress

NATURE AND PURPOSE:

This report describes overall NASA activities. Its purpose is to inform the Congress and the public, by Presidential transmittal and at the requirement of Congress, with a comprehensive report on all NASA activities every six months. Each of the program offices submits a report to the Reports Branch, which prepares a draft which is reviewed by the program offices and then within the agency at the Administrator level. The report is prepared finally and printed at NASA and then delivered to the White House for transmittal to the Congress.

The report's main body is entitled "Activities and Accomplishments." It is supplemented by a series of illustrations, tables, and appendixes.

Included in the appendixes are lists of Technical Publications, Grants and Research Contracts, and Educational Publications and Motion Pictures produced.

Included in the Tables is a comparative consolidated balance sheet, net change in working capital, NASA appropriation authorizations, and status of appropriations.

The illustrations include many pictures and drawings of hardware, facilities, and pictures of experiments.

The Activities and Accomplishments include the following chapters: Manned Space Flight, Scientific Investigations in Space, Space Applications, Advanced Research and Technology, Nuclear Systems and Space Power, Tracking and Data Acquisition, International Affairs, University Programs, Informational and Educational Programs, Personnel Management, Procurement and Support Functions.

SYSTEM:

FOR INFORMATION CONTACT: Mr. George B. DeGennaro, FPR (Reports Branch)

REFERENCES: Each program office maintains drafts of its sections.

SOURCE DESCRIPTION

TITLE: President's Annual Report to Congress on Aeronautics and Space

NATURE AND PURPOSE:

This Annual Report on Aeronautics and Space is an interagency effort, coordinated by the Space Science Board to allow the President to give to the Congress a picture of the total efforts of this country in aeronautics and space. One chapter in the report deals with the NASA contribution; others deal with the twelve other agencies which are concerned with the space program.

The report is generated in final form by the Space Science Board, which handles the distribution.

Also included are appendixes on launches by this country and the Soviet Union, space "firsts," historical summaries and budgets, and spacecraft records.

SYSTEM:

FOR INFORMATION CONTACT: Mr. George B. DeGennaro, FPR Reports Branch is responsible for the NASA portion.

REFERENCES:

SOURCE DESCRIPTION

TITLE: NASA Report of Its Contributions to the U. S. Space Program

NATURE AND PURPOSE:

NASA participates, by means of the above named report, in the National Academy of Science National Research Council Space Science Board's annual publication, United States Space Science Program Report to COSPAR. This report is a compilation of all United States space activities, which is used by the world-wide scientific community of working groups and delegates to COSPAR (Committee on Space Research) as a reference document.

NASA's contribution is compiled from reports supplied by the program offices.

The final NAS/SSB publication is generally available from that body. NASA has some copies for distribution. The most current publication was for the Prague, Czechoslovakia meeting in May, 1969.

SYSTEM:

FOR INFORMATION CONTACT: Mr. Arnold W. Frutkin, NASA Liaison Representative to COSPAR

REFERENCES: See also: NASA Report to the Space Science Board on the Space Science and Applications Program

SOURCE DESCRIPTION

TITLE: NASA Report to the Space Science Board on the Space Science and Applications Program

NATURE AND PURPOSE:

This has been a biannual report prepared solely by the Office of Space Science and Applications to describe the agency's scientific activity; experiments and results, investigations, manned flights, etc.

It is a generally available, printed document containing prose, photographs, and tables, and is distributed regularly to persons thought to have an interest.

It is not a "numbered" NASA document, or part of a series.

The Table of Contents includes:

Past Accomplishments
Flight Schedules
Investigations and Investigators for Forthcoming Missions:
- Physics and Astronomy
- Lunar and Planetary
- Biological Satellites
- Space Applications
- Manned Flight Experiments
- Launch Vehicle and Propulsion Program

The last version was prepared in 1967.

SYSTEM:

FOR INFORMATION CONTACT: Dr. Jack Posner, Program and Resources Management

REFERENCES: See also: NASA Report of Its Contributions to the U. S. Space Program

SOURCE DESCRIPTION

TITLE: (1) Budget Estimates; Bureau of the Budget Submission and (2) The Presidential Budget-NASA

NATURE AND PURPOSE:

Budget Estimates: BOB Submission

Each September NASA submits a Budget Submission to the Bureau of the Budget, giving plans for each program office and field installation.

After the Bureau of the Budget gives final approval to the submission, justifications are prepared and the final budget is sent to the Congress for backup for testimony and inclusion in the Presidential Budget.

A complete set of Budget Submissions is kept in the Resources Analysis Division, which is where the submission is prepared, transmittals are written, and files are kept. This submission becomes:

The Presidential Budget

The Presidential Budget is required from NASA by the Bureau of the Budget to determine the financial needs of NASA in developing the annual budgets for executive approval and submission to Congress. The budget includes:

1. Past year accounting data
2. Budget year requirements; statistical narrative and by project center and organization; also information on employment and workload

Published data related to the United States budget in which NASA submissions would play a part are:

The Budget of the United States Government is presented in a compact volume containing the Budget Message of the President and other significant data to place before the Congress the President's budgetary recommendations. This volume contains the facts and figures that most users of the budget would normally need or desire. For NASA, figures are shown for: Research and Development, Cost of Facilities, Administrative Operations, and miscellaneous.

The Budget of the United States Government, Appendix contains the test of appropriation estimates proposed for the consideration of Congress together with specific supporting information on the various appropriations and funds, as well as supplementary schedules required by law.

The Budget in Brief is a more concise and less technical presentation.

Special Analyses, Budget of the United States, are thirteen special analyses of significant aspects of the Federal budget, including those printed in the compact volume.

An internal report which is emanated from the budget process is a Chronological History of Fiscal Year budget submissions. This History is prepared each year and traces the budget from the NASA submission through the authorization process and the actual appropriations. Research and Development, Cost of Facilities, and Administrative Operations appropriations are broken down for each program office. Also included in this History are copies of portions of legislative documents significant to the budget process for that year.

SYSTEM:

FOR INFORMATION CONTACT: Resources Analysis Division, Code BR

REFERENCES: The Budget Administration Handbook
NHB 7400.1--should be consulted for detail on budget preparation

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SOURCE DESCRIPTION

TITLE: Congressional Materials

NATURE AND PURPOSE:

All Congressional activity is fully documented and recorded and published. (Classified material would be handled somewhat differently). Congress prints all the official Congressional documentation, but much of the material is provided by the agency prior to and after the oral testimonies have taken place.

There are four Congressional committees which are directly concerned with the affairs of NASA:

Senate Committee on Appropriations
Senate Committee on Aeronautical and Space Science
House Committee on Appropriations
House Committee on Science and Astronautics

The authorization of funds for carrying on the work of the agency is carried out by the Senate Committee on Aeronautical and Space Sciences and the House Committee on Science and Astronautics. Hearings are held where testimony is given by the Administrator and key personnel from the program offices. Supporting this testimony are reports, appendixes, and whatever additional information is required by the committees. After the hearings are presented the Committee prepares a report on the hearings. Eventually a public law is written which gives the actual authorization of funds.

The House and Senate Appropriations Committees then conduct hearings which lead to the appropriation of the funds already authorized. These proceedings and testimony are also published: first the transcripts of the hearings themselves, which would include all required additional information, then the reports on the hearings.

Legislative Affairs coordinates the written information provided by the program office, and any submissions are subject to the approval of the Administrator.

Before hearings are printed, NASA is provided with proofs for concurrence.

Copies of prepared "speeches" to be delivered before Congress are duplicated before the presentation, and Legislative Affairs retains copies for distribution.

Another method used to keep the Congressional committees informed as to the current status of programs is that of oral briefings to various subcommittees. For instance the Office of Manned Space Flight has given for some time monthly briefings to the House Subcommittee on Manned Space Flight in which viewgraphs are used with the oral presentation. These briefings are usually of 3-hour duration. Any of the program offices may be asked to

present briefings at any time.

At the request of a Congressional committee staff, briefings are sometimes given to both houses of Congress. The information utilized in these briefings is supplied by the appropriate offices and field centers, and then coordinated again by Legislative Affairs. The subject matter would normally be the status of a program or may be in regard to special problems.

There is a Legislative Affairs Officer assigned to each applicable program office who coordinates congressional requests. The Legislation Officer prepares information as necessary for budget presentations. A Congressional Inquiries Director is in charge of forwarding inquiries to the appropriate office for answers.

Copies of all bills, reports, and Public Laws published by Congress are received by Legislative Affairs. These legislative materials are kept in the Legislative Materials Room for reference of NASA personnel. They are filed numerically by House and Senate Document numbers. House and Senate materials are filed separately. Several copies of NASA related documents are stored.

House and Senate hearings are ordered as they are of interest. These are stored alphabetically by committee and then chronologically.

For approximately ten per cent of the material received, duplicate copies are maintained in special interest files. Topics which are considered to be of special interest are decided by the persons maintaining the room, and the topics are subject to change. No list is maintained of special topics, except as the material is filed alphabetically by the subject headings.

The Legislative Activities Report is prepared to keep NASA employees abreast of Congressional activities relating to the space program.

On each day that Congress is in session, all Congressional output is scanned by the Office of Legislative Affairs for information dealing with the space program, or relevant to the space program.

Any information so found is put together into a Legislative Activities Report. The Report is comprised of a cover sheet which gives the Order of Business of the Congress and highlights of space-related activities. Attached to the cover are copies of space-related items from the Congressional Record. Copies of this report are filed in the Legislative Materials Room.

SYSTEM:

FOR INFORMATION CONTACT: Assistant Administrator, Legislative Affairs

J. Edmisten for copies of Congressional documents and the Legislative Activities report.

REFERENCES:

SOURCE DESCRIPTION

TITLE: Response to Congressional Inquiries

NATURE AND PURPOSE:

Inquiries posed by members of Congress are answered through the Congressional Inquiries Director of the Office of Legislative Affairs. When requests for information are received by the Congressional Inquiries Director (either from the Administrator's office or from outside). They are routed to the appropriate program office for reply. The program office prepares the requested information and forwards it back to the Congressional Inquiries Office, which arranges necessary approvals and signatures.

The Congressional Inquiries Office maintains a total set of copies of replies prepared by them as well as items prepared in the Administrator's office. In addition, copies of the replies signed by the four top people at NASA become a part of the Administrator's files. This correspondence is kept indefinitely. Congressional Affairs keeps all records for three years and may keep older items that there is thought to be a need for.

The portion of the Congressional Correspondence maintained in the Administrator's files will be indexed onto the RECON file system with the rest of the Administrator's Correspondence (see separate entry).

SYSTEM:

FOR INFORMATION CONTACT: Robert Allnut, Associate Administrator/ Legislative Affairs

Bertram Mulcahy, Congressional Inquiries Director

Helen Fry, Secretariat

REFERENCES:

SOURCE DESCRIPTION

TITLE: Administrator's Bi-Monthly Report to the President

NATURE AND PURPOSE:

The Administrator's Bi-Monthly Report to the President reports key issues, problems, and accomplishments of the agency.

The report is prepared in the Administrator's office and is approved by the Administrator. The basic input utilized are the weekly reports from the program offices to the Administrator. The report is submitted in the form of a memorandum to the president.

File copies are maintained in the Office of the Administrator.

This information will be put on the computer system RECON, along with other administrative correspondence and documents.

SYSTEM:

FOR INFORMATION CONTACT: Executive Secretariat

REFERENCES: Weekly Report to the Administrator

SOURCE DESCRIPTION

TITLE: Report to the Bureau of the Budget; Interagency Committees Chaired by NASA

NATURE AND PURPOSE:

This report of interagency committees chaired by NASA is submitted yearly to meet the requirements of the Bureau of the Budget Circular A-63. It is a typed memorandum, with attachments, signed by the Associate Deputy Administrator, which gives:

1. The names of committees established by legislation, Executive Order, or at the direction of the President

2. The names of committees which are supported by interagency contribution of funds or which have dual or rotating chairmanships

3. Notice of the intended continuation of committees beyond two years with justification

4. The number of all other committees and subcommittees classified as standing or ad hoc, and, for each category, the number created, the number terminated, and the number in existence at the beginning and end of the fiscal year.

SYSTEM:

FOR INFORMATION CONTACT: Associate Deputy Administrator
Lillian Cunningham maintains files

REFERENCES: NMI 1150.1A
BOB Circular A-63
See also: Review Boards and Commissions on Which NASA Is Represented

SOURCE DESCRIPTION

TITLE: Review of Boards and Commissions on Which NASA Is Represented

NATURE AND PURPOSE:

This review of boards and commissions on which NASA is represented is made in response to a White House request.

The listing falls into the following categories:

1. NASA-sponsored interagency committees (see separate report issued in compliance with BOB requirement A-63)

2. Interagency Committees (sponsored by other government agencies but on which NASA has representation)

3. NASA Advisory Committees (formed by NASA but not wholly made up of government employees)

4. International Committee Activities

For each committee, the following information is given:

Name of committee
Establishing authority
NASA representative
Term of reference (purpose, duties)

The latest report is dated July 1969.

SYSTEM:

FOR INFORMATION CONTACT: Office of the Associate Deputy Administrator
Lillian Cunningham

REFERENCES: See: Report to the Bureau of the Budget on Interagency Committees Chaired by NASA

SOURCE DESCRIPTION

TITLE: NASA Administrator's Office Correspondence

NATURE AND PURPOSE:

Correspondence to and from the four top people at NASA (the Administrator, the Deputy Administrator, the Associate Administrator, and the Deputy Associate Administrator) is kept on file in the Administrator's office.

At present, this material is being indexed so that it can be retrieved by authorized users by use of a computerized system called RECON. This system allows for the search of all documents related to a given topic by means of inputting a subject term into the computer and calling up reference to all documents related to this topic. (A thesaurus of allowable subject terms is in preparation). Each reference includes a file number, by which the document can be retrieved from the actual files.

The system is usable to some extent at this time. It will always be a limited-access system. Although this system is part of a larger indexing data base, only the console in the Administrator's office can be used to access the information.

For a fuller descussion of the overall RECON system, see separate entry.

SYSTEM:

FOR INFORMATION CONTACT: Helen Frey, XC (Communications Division)

REFERENCES:

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SOURCE DESCRIPTION

TITLE: Administrator's Appointments and Meetings

NATURE AND PURPOSE:

The Administrator's appointments and engagements are reported to persons in the agency who have a need to know about top level activity. The first item is a calendar which is compiled, typed, reproduced, and distributed every Friday. It shows appointments and engagements as known for the following two weeks for the Administrator, the Deputy Administrator, the Associate Administrator, and the Associate Deputy Administrator.

It is usually about four pages long. Copies are retained in the Administrator's office by the Executive Secretariat.

A daily calendar supplements the bi-weekly calendar. The daily calendar is distributed to keep NASA officials informed of:

Appointments of key officials
Meetings
Notification of key officials who are on leave or travelling
Significant news items.

The calendar is issued daily for the following day, based on telephoned reports from the office of each principal involved.

It is compiled, typed, and reproduced each afternoon under the direction of the Executive Secretariat and distributed from that office, which maintains file copies.

Daily general staff meetings are held for the purpose of planning, keeping control of, and giving briefings of NASA activities by and to key personnel.

There is no documentation of the meetings per se, but information is passed on orally or otherwise informally to those persons having a need to know. This would include direction by key personnel to their subordinates.

There is no access to the topics discussed in the meetings; they are for the briefing of the Administrator, the Deputy Administrator, the Associate Administrator, the Associate Deputy

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Administrator, the Executive Secretary, and the Assistant Administrator for Management Development principals only, and any dissemination of information is carried on at the discretion of the attendees.

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SYSTEM:

FOR INFORMATION CONTACT: Executive Secretariat

REFERENCES:

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SOURCE DESCRIPTION

TITLE: Space Age Management: The Large Scale Approach

NATURE AND PURPOSE:

Although not a NASA product, this book, written by former Administrator James E. Webb, discusses NASA as a complex endeavor with diverse managerial and technological resources which had to be marshalled and brought to bear on the purpose of achieving the lunar landing goal.

The book is of interest in terms of understanding the philosophy by which NASA was organized and managed in its beginning years.

SYSTEM:

FOR INFORMATION CONTACT: Available at the NASA Library and bookstores throughout the city

REFERENCES:

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SOURCE DESCRIPTION

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TITLE: NASA Historical Office

NATURE AND PURPOSE:

The NASA Historical Office is the agency's official collection point for all documents pertaining to the history of the agency.

The NASA Historian and the NASA Archivist collect all information which is available which they feel will give insight into the processes at work in NASA.

The scope of information held within the office includes everything of interest to the NASA Historian that the office can find out about and obtain.

The output of the office varies to meet NASA historical requirements as set forth in the NASA Management Issuance (2700.2) entitled "NASA Historical Program."

The office also maintains a Master List of Projects which includes monographs, reports, notes, and translations done by or in some way sponsored by the office. This list is not available for distribution, but may be seen in the Historical Office for reference. Some of the items contained on the list (such as Astronautics and Aeronautics, This New Ocean, Rosholt's An Administrative History of NASA, etc.) are widely available. Others are in some way restricted due to copyright limitations or sensitivity. Of the items in the section entitled Translations of Foreign Historical Work in the Master List of Projects, twelve of the seventeen titles which are currently listed are available from the Center for Scientific and Technical Information. The other five items have limited availability.

Each NASA center has an archivist.

A list is published of NASA Historical Publications, which is available on request to the Historical Office.

Included in the files of the Historical Office are:

--files of "Primary Documents"--these would be copies of correspondence which have been released to the Historical Office. The Historical Staff searches these copies for items which would have relevance.

--a bibliographical file on key persons in the agency

--copies of congressional documents going back as far as 1915 and the creation of NACA--the set is fairly complete from 1958 on.

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A miscellaneous subject file is maintained on any subject of interest to the staff. Included would be such breakdowns as "Manned Space Flight," "Satellites," and files by countries on their space efforts. Included in these files would be correspondence, clippings, and notes on the subject.

Also maintained are tape recordings of interviews taken as debriefings in conjunction with interviews for publications.

Speeches of the key NASA officials are also housed in this office.

There are two key historical projects which deserve special mention.

The first of these is An Administrative History of NASA, 1958-1963. It was written by Robert L. Rosholt under the auspices of the NASA Historical Staff and in accordance with a research contract between NASA and the University of Minnesota. This volume was published as a NASA Special Publication.

The later of these agency histories, entitled A Preliminary History of the National Aeronautics and Space Administration During the Administration of President Lyndon B. Johnson, November 1963 - January 1968, was prepared as a contribution to the White House Administrative Histories Project. This was released to the White House in November 1968.

Dr. Thomas O. Paine's preface sets forth the goal of this work as "an attempt to capture the content and meaning of contemporary NASA experience." Each chapter or section was the responsibility of a selected informed author. Dr. Eugene Emme, the NASA Historian, served as Project Director and General Editor. Mr. James E. Webb prepared the foreword.

One of the continuing projects conducted by the Historical Office which is worthy of special comment is the series Astronautics and Aeronautics. This series is the only continuing chronology of events in the fields of astronautics and aeronautics. Astronautics and Aeronautics: Chronology on Science, Technology, and Policy is published yearly by NASA in collaboration with the Library of Congress. The series was begun in 1961 with Astronautics and Aeronautics: An American Chronology of Science and Technology in the Exploration of Space, 1915-1960. After that, volumes have been prepared each year.

Monthly draft chronologies are distributed for use and comment throughout NASA and the government to provide a timely reference and to allow for revision for the annual printed edition.

The Chronology is made up of items relating in any way to the interest of the science, technology and public policies of space which are found in news releases, newspapers, magazines, and speeches. Quotes and synopses are both utilized.

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Items are entered in day and month order. Sources are cited, and if a synopsis is given of an item that appeared in several sources, all sources are cited.

SYSTEM: NASA Historical Program

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FOR INFORMATION CONTACT: Eugene Emme, NASA Historian
Lee Saegesser, NASA Archivist

REFERENCES: NMI 2700.2

SOURCE DESCRIPTION

TITLE: Historical File: Federal Records Center

NATURE AND PURPOSE:

The Federal Records Center, located in Suitland, Maryland, is the official depository of "records" preserved or appropriate for preservation by government agencies.

The Act concerning the disposal of records states in part that "the word 'records' includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence or the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the informational value of date contained therein."

Offices wishing to store official records in the Records Center uses the forms provided by the Center for identifying and indexing the records. After they are sent to the Center the only way they can be accessed is by the office which deposited them, or by the successor of that office which would have the accessing information necessary to retrieve the documents.

NASA sends to the Federal Records Center any inactive records which are regarded as needed for possible reference after they become inactive.

These can include magnetic tape, ADP runs, official file copies of reports (this would exclude using the Center as a store room for excess copies), copies of forms (voucher, budget, etc.).

SYSTEM:

FOR INFORMATION CONTACT: Earl Dade, DHA-1, Administrative Standards Branch
Wilma Lutter

REFERENCES: 57 STAT 380-383; 59 STAT 434

SOURCE DESCRIPTION

TITLE: NASA Research Resumes

NATURE AND PURPOSE:

The NASA Research Resumes are the vehicle whereby current R&D activities are described. They contain data obtained from the files of NASA form 1122 (1970 program projects have not been incorporated). The system is undergoing a change in responsible program office; however, the 1968 and 1969 projects are in the computer and can be accessed at the RECON terminals.

Hard copy of the Research Resumes is kept in the Office of Advanced Research and Technology.

Responsibility for the system is being shifted to the Office of Technology Utilization, and therefore the work processing is somewhat at a standstill.

The entire 1969 data bank is on tape at the Defense Documentation Center and is retrievable by users of the center.

1970 resumes have not been filed in hard copy form.

SYSTEM:

FOR INFORMATION CONTACT: Roy Daisy, OART

REFERENCES:

SOURCE DESCRIPTION

TITLE: Pocket Statistics

NATURE AND PURPOSE:

Pocket Statistics is a monthly overview of data on Flight Schedules, Technical Performance, Fiscal and Manpower Resources, and other information for the use of NASA managers and their immediate staffs.

This is regarded as a management document and is not for general distribution.

Requests for copies must be approved by a Division Director or equivalent.

SYSTEM:

FOR INFORMATION CONTACT: L. Jones, Code XP for distribution questions or general information

REFERENCES: NASA Space Flight Record is an annual printed report which tallies the information in Pocket Statistics.

SOURCE DESCRIPTION

TITLE: NASA Space Flight Record

NATURE AND PURPOSE:

The NASA Space Flight Record is an annual report which provides an official compendium of NASA space flights launched on Scout or larger class vehicles. The current edition of December 31, 1968 provides data from 1958-1968.

The report is used as the basis for all official NASA presentations. It is for internal reference only.

The Space Flight Record is printed in February and is intended to serve as a compilation of performance data for management information and for coordination of agency statistics in Congressional presentations and press releases.

The contents present ratings of mission and vehicle performance. Included are mission nomenclature, vehicle launch date, and key word mission descriptions. In addition to yearly listings by program area, summary tables are shown for launch vehicle successes--percentage of successful launches of all launches.

SYSTEM:

FOR INFORMATION CONTACT: L. Jones, Code XP

REFERENCES:

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SOURCE DESCRIPTION

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TITLE: Weekly Report to Administrator on Agency Highlights

NATURE AND PURPOSE:

The Weekly Highlight Report is the instrument whereby the Administrator's office and various program offices are advised of the key issues of each week within these program offices.

Each of the participating offices (see below) sends its weekly report to the Executive Secretariat, where the reports are compiled, reproduction is arranged, and distribution is made.

The information contained is not to be discussed outside of NASA, nor reproduced again.

Copy distribution is determined by the Executive Secretariat. A complete set of copies is kept in the Administrator's office (A), the logbook of reports is kept in A, and access to the logbook is limited to A. (The logbook contains classified information in addition to the unclassified portions of the report).

Offices participating are:

International Affairs
Management Development
Manned Space Flight
Program Plans and Analysis
Legislative Affairs
Organization and Management
Policy
Public Affairs
General Counsel
Advanced Research & Technology
Space Science and Applications
Tracking and Data Acquisition
DOD and Interagency Affairs

The head of each participating office is the contact for that office's contribution.

SYSTEM:

FOR INFORMATION CONTACT: Executive Secretariat
Lillian Cunningham

REFERENCES:

SOURCE DESCRIPTION

TITLE: NASA Issuance System

NATURE AND PURPOSE:

The NASA Issuance System material represents the formal written directions which govern NASA methods of operation. The issuances are directive and provide the basis for the control of all activities.

The issuances may affect and be applicable to all organizational elements of the agency, both in Headquarters and the field, or may apply only to specifically selected elements.

The several types of issuances which are in usual usage are described below. Each individual issuance is numbered uniquely, and is complete unto itself.

1. NASA POLICY DIRECTIVES (NPD)

These are used for all statements of policy. They may be issued by officials of NASA Headquarters who are assigned policy-making roles. They are issued in a standard format which will show SUBJECT, PURPOSE, SCOPE, and APPLICABILITY, and then have the statement of policy.

There is an annual list of NPD's, a quarterly list of those issued or cancelled, and periodic checklists.

2. NASA MANAGEMENT INSTRUCTIONS (NMI)

These are used for implementing procedures and information of varying levels of detail and of a continuing nature. They remain in force until superseded or cancelled and may be issued by an official of NASA Headquarters having authority over a major subject matter area.

3. NASA MANAGEMENT DELEGATIONS (NMD)

These are used to delegate power and authority to act, approve and make waivers.

4. NASA NOTICES (NN)

These are used for management issuance information of a temporary or one-time nature. They carry their own cancellation dates, normally within six months of issue date but not more than one year from issue date.

Notices may be issued by any official having authority to sign an NPD or NMI. They are not used to revise permanent issuances.

5. NASA HANDBOOKS (NHB)

These are used for management issuance information of a continuing nature which is best published in book form.

6. COMPLEMENTARY MANUALS

These are used when specifically authorized by the Deputy Associate Administrator for Administration. Ordinarily, only when there is a large amount of material of highly specialized subject matter is a complementary manual prepared. They give the appearance of being part of a totally separate system but are regarded as part of the overall issuance system. As such, they are subject to the general policies and provisions of the system, although detailed formats and procedures for them may be prescribed within the manual itself or by separate instructions.

The current Complementary Manuals are:

NASA Procurement Regulations
NASA Supplements to the Federal Personnel Manual
NASA Financial Management Manual

Files are retained in the Administrative Services Division and consist of all case files, master copy files, and files of all cancelled issuances.

A Master List of Management Issuances is maintained to aid the user of the Issuances in locating issuances relating to his area of interest and as a check that he has received all relevant issuances.

The Master List is made up of five chapters which sort the NMI's in the following manner:

Chapter 1--covers a complete numerical list of all NASA issuances in force as of December 31, 1968 by type (NPD, NMD, NMI, NN, NHB), subject title and distribution. The list is divided by major groupings (i.e. 1000, 2000, 3000, etc.) and indicates the major classification titles presently in use in each group only and page where issuances under each group are located.

Chapter 2--consolidated list of all NMD's divided into two sections: Section 1 is a list of all management delegations in force as of December 31, 1958, and Section 2 is a breakdown of these NMD's by title of those officials to whom certain powers and authorities have been assigned.

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Chapter 3--sets forth a consolidated list of all handbooks (NHB's and NPC's) and indicates (1) those handbooks available to the public from the Superintendent of Documents, Government Printing Office, Washington, D. C., and (2) those handbooks which are revised by changes (page or memorandum changes) which, therefore, require controlled distribution.

Chapter 4--lists the three NASA Complementary Manuals to the NASA Management Issuance System: the NASA Procurement Regulations, Financial Management Manual, and the NASA Supplements to the Federal Personnel Manual--which are not under the control of the Management Issuances Section, Administrative Services Division, NASA Headquarters. Requests for these manuals will be submitted in accordance with Chapter 4.

Chapter 5--those NASA (NACA) issuances which have been incorporated in the Federal Register and indicate the corresponding Code of Federal Regulation citations (CFR).

Although this list is usually issued quarterly, this process is currently being converted to ADP, and until the conversion is complete the quarterly issuance has been curtailed. At this time, supplemental sheets are issued as necessary.

When conversion is complete the ADP listing will be distributed quarterly.

Historical files of the lists are kept in DHA-7.

NASA Organization Charts

Although NASA Organization Charts fall within the scope of the issuance system, their basic usefulness would deem them worthy of being mentioned separately. Organization charts are graphic presentations which serve to show the structure of the organization in terms of relationships of various segments to each other, titles of officials and offices, and chains of command.

Organization charts provide a means of getting an insight into the way the organization is structured and can be drawn to show the position of each person in the organization.

NASA Organization Charts are redrawn after reorganizations.

Organization charts also exist which show the advisory and various other groups to which NASA belongs. These give names of members, and sometimes briefly state purposes and statuses of panels, committees, and so on. Distribution is sometimes limited.

Ann Murphy, DHA-7, has the most complete historical set of NASA Organization Charts. Contact the Distribution Office for

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copies of current charts. In addition, the program offices maintain copies of their charts.

29 New appointments and other changes in position are often announced in NASA News Releases, which would be more current than the organization charts.

SYSTEM:

FOR INFORMATION CONTACT: DHA-7, Eleanor Borella

REFERENCES: NHB 1410.45
1410.51

.24

SOURCE DESCRIPTION

TITLE: NASA Procurement Regulations

NATURE AND PURPOSE:

These regulations establish for NASA uniform policies and procedures relating to the procurement of property and services and are designed to achieve maximum uniformity throughout the organization. They apply to all purchases and contracts which obligate appropriated funds. They are similar to ASPR in DOD and FDR for GSA. The following sections are included:

(1) General Provisions
(2) Procurement by Formal Advertising
(3) Procurement by Negotiation
(4) Special Types and Methods of Procurement
(5) Interdepartmental Procurement
(6) Foreign Purchases
(7) Contract Clauses
(8) Termination of Contracts
(9) Innovations, Inventions, Patents, Data, Copyrights
(10) Bonds and Insurance
(11) Federal, State, and Local Taxes
(12) Labor
(13) Government Property
(14) Quality Assurance, Inspection, and Acceptance
(15) Contract Cost Principles and Procedures
(16) Procurement Forms
(17) Extraordinary Contractual Adjustments Procedure
(50) Administrative Policies and Procedures
(51) Contract Management Procedures
(52) Priorities, Allocations, and Material Requirements
(54) Contract Appeal Procedure

SYSTEM: NASA Procurement Regulations

FOR INFORMATION CONTACT: Office of Procurement
Mr. D. B. Karureich, Code KD

REFERENCES:

25

SOURCE DESCRIPTION

TITLE: Selling to NASA

NATURE AND PURPOSE:

30

This NASA Handbook contains information about NASA and its overall contracting procedures and policies. It was prepared for the use of firms interested in doing business with the agency.

The contents are:

NASA, Its Objectives, Its Responsibilities

I: What NASA Is

II: Small Business Opportunities

III: Solicited Research and Development Contracts

IV: Unsolicited Proposals for Research and Development

V: Getting a NASA Contract

VI: Your Contract and What You Should Know About It

VII: Publication of Research Results

VIII: Directory of Procurement Offices

SYSTEM:

FOR INFORMATION CONTACT: Procurement Office, Code KD

REFERENCES:

26

SOURCE DESCRIPTION

TITLE: NASA Procurement Office Policies and Trends Handbook

NATURE AND PURPOSE:

31 This handbook is published to provide NASA managers with information on selected NASA procurement policies and trends in NASA procurement statistics.

Policy statements are in summary form with reference to the official policy or regulation provided so that the user may obtain complete and precise information as necessary from the source.

Tables of procurement statistics by individual field installations are included, as is a table of prime contract awards by type of contractor by state. This table shows dollar amounts, number of contractors and contracts, and number of cities involved for each state. Another table shows for each state contract awards, subcontract awards, and a net of the two.

SYSTEM:

FOR INFORMATION CONTACT: Stanley A. Sawmelle KD (Procurement Office)

REFERENCES:

27

SOURCE DESCRIPTION

TITLE: Individual Procurement Action Report (NASA Form 507)

NATURE AND PURPOSE:

32 This is the basic document used by NASA as input to the SCAG system to report procurement actions. In addition, installations may use it as a source document for the preparation of other reports.

A Form 507 is prepared for each prime contract and for each contract modification.

The form shows:

Prime contract number (or modification number)
Contract completion date
Name and address of contractor plant
Location of plant - labor surplus areas
Extent of competition
Number of firms solicited, number of proposals received, and a description of the activity

The originals are retained at NASA Centers, and the Office of Procurement keeps the records in their ADP systems. The data is taken from the final contract.

SYSTEM:

FOR INFORMATION CONTACT: S. Sawmelle, Code KDO

REFERENCES: See separate entry for SCAG (Status of Contracts and Grants

28-a

SOURCE DESCRIPTION

TITLE: Annual and Semiannual Procurement Reports

NATURE AND PURPOSE:

These reports are provided to present summary data on all NASA procurement actions during a given fiscal year.

The annual and semiannual reports have identical tables of contents, except that where yearly figures are used in the annual procurement report, the semiannual report gives figures for the first six months of the fiscal year.

The reports provide detailed data on all actions on each research and development contract and on each contract with and grant to educational and other nonprofit institutions on which the cumulative obligations amount to $10,000 and over; and on all actions on each other contract on which the cumulative obligations amount to $25,000 and over. The detailed data include such information as pricing provisions, fees, place of performance and contract descriptions not reported on the smaller contracts or purchases.

The aggregate dollar value of the actions on which detailed data are obtained constitute about 97 percent of the total dollar value of all procurements accomplished during the fiscal year. However, in terms of numbers of actions, these larger contracts and grants accounted for less than five percent of the total actions.

The term "procurement action" as used in these reports means contractual actions to obtain supplies, services or construction which obligate or deobligate funds. A procurement action thus may be a new contract or purchase order, or a debit or credit change such as an amendment, supplemental agreement, change order, cancellation, or termination that changes the total amount of funds obligated. The term "net value of awards" or "net value" refers to the net amount of obligations resulting from debit and credit procurement actions.

A typical table of contents is as follows:

28-C

SYSTEM:

FOR INFORMATION CONTACT: S. Sawmelle, KDA-3

REFERENCES:

29 e

SOURCE DESCRIPTION

TITLE: Source Evaluation Board and Source Selection Statement

36 NATURE AND PURPOSE:

Each NASA Center and Office has a dollar cutoff on contracts above which the contract award must be decided at the Administrator level.

As soon as a Procurement Plan has been executed, a Board is designated to evaluate the possible sources of getting the particular job done. The important point to be made about the use of a source evaluation board is that NASA has, and this may be unique within governmental operations at this scale, sufficient in-house competence in the centers to make sure that contractors propose viable solutions to programs, enough competence to judge the relative merits of those proposals, and enough competence in each of the required disciplines and technologies to follow closely with the contractor the developing situation as he goes about performing his research and development activities.

To outline the steps by which the source selection process is accomplished:

The Board by custom consists of at least one procurement person, one person from the Headquarters sponsoring the office, and one person from the field office originating the procurement.

The first duty of the Source Evaluation Board is to review the work statement and the Request for Proposal to assure that these items are understandable to the Board and will articulate to the contractor what should be included in his proposal to meet the requirements of the agency.

The Board must also verify that the field installation has determined that the sources meet minimum criteria of acceptance.

Then the Board must determine the criteria by which the RFP's are to be judged and assure that the RFP's will adequately reflect those criteria and will be adequate to allow for judging the range of proposals.

The Source Evaluation Board must also conduct the prebid conference.

Final criteria and weightings for the RFP's must be documented before the bids are opened.

A technical committee is established to evaluate the bids.

The Board evaluates the proposals overall then selects a committee to interview key people, summarizes findings, and provides statements of (1) unacceptable work, and (2) rank orders of

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acceptable work to the Source Selection Officer (i.e. the Administrator).

Customarily, the Administrator and the top managers beneath him meet in the Administrator's office to select the contractor with whom negotiations are to be initiated or the group of one or more contractors with which competitive negotiations are to be initiated. NASA's Executive Officer serves as recorder of the decision and of the factors involved in it. He also serves as custodian of the Source Evaluation Board and other docuemnts used, any notes or calculations made in the final decision meeting, and any other pertinent material. It is important to recognize that at this point the contractor or contractors are selected "for negotiation" and if for any reason the negotiation does not result in a contract, the other contractors are in reserve, and negotiations can then be initiated with one or more offering the greatest promise for a successful negotiation.

The Source Selection Statement is a justifying statement which is prepared by the General Counsel after the Administrator has made a selection of a contractor.

It is intended to serve as a document of record of the Source Evaluation Board's action and is compiled by the Executive Officer. It is also used as the vehicle for instructing responsible elements as to action items.

Copies go to program offices and institutions concerned with the procurement.

SYSTEM:

FOR INFORMATION CONTACT: Clare Farley
Mrs. Tina Pullman maintains files. These documents are not generally available and will not be put on the RECON file.

REFERENCES: SEB Manual 115.2.2

SOURCE DESCRIPTION

TITLE: NASA Financial Management Manual (FMM)

NATURE AND PURPOSE:

This manual contains requirements and procedures for development and operation of the financial accounting and reporting system. It serves as the official submission to the Comptroller General for approval under the Budget and Accounting Procedures Act of 1950. The Financial Management Manual is used as the primary means of communicating on matters involving the financial management discipline. It applies to both headquarters and field installations. The Financial Management Manual includes eight major parts as follows:

FMM 9000	Principles and General Policies
FMM 9100	Agency-wide Coding Structure done in detail
FMM 9200	Accounting
FMM 9300	Installation Financial Reports
FMM 9400	Agency Reports
FMM 9500	Reports Received from External Sources
FMM 9600	Fiscal Operations
FMM 9700	NASA Travel Regulations

Included in the FMM are definitions of terms most frequently used by NASA personnel for financial accounting, reporting, and auditing purposes, and in planning, budgeting, project approval and fund approval.

SYSTEM: NASA Financial Management Manual

FOR INFORMATION CONTACT: Financial Management Division
Mr. Hann, Code BF

REFERENCES: FMM 9010

31-d

SOURCE DESCRIPTION

TITLE: NASA Agency-Wide Coding Structure (AWCS)

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NATURE AND PURPOSE:

In order to provide a uniform classification and identification of all NASA activity for the purpose of planning, programming, budgeting, accounting, and reporting a variety of types of data, the AWCS was developed.

The coding structure is applicable to headquarters and the installations and sets forth the official reference for the classification and coding of all financial activity relating to the administration of NASA operations. It provides the matrix for the identification of a financial activity in the established reporting systems. The pertinent directives for each reporting system will identify to what extent and level the AWCS is required.

The code categories are briefly described below. For the complete listing of code categories, etc., consult the AWCS Coding Handbook.

The coding structure is divided into two major fields: Program/Project Codes, and Fiscal-Statistical Codes.

For the Program/Project portion of the structure, the Research and Development and Administrative Operations projects fund sources have an identical structure; the structure for Cost of Facilities fund sources differ somewhat.

The coding for the Fiscal-Statistical portion of the structure is identical for all fund sources.

Program-Project Codes:

I. For R&D and AO

A. Budget Line Item: This is a two-digit code which identifies the budget line items which appear in the Presidential Budget and operating accounts used in internal administration. When the formal budget is presented, the operating accounts are incorporated in the budget line items.

B. Cognizant Headquarters Office: This is a three-digit code which identifies the organization responsible (cognizant) for the program management, including issuance of Program and Institutional Resources Authority Documents.

C. Unique Project Number: This is a three-digit code assigned to each R&D project on a basis which permits a direct relationship to a given line item in the Presidential Budget. The first digit identifies the type of effort; the second and third the serial number assigned to the project.

D. System/Subsystem Coding/Scientific Research Technical Task Area/Work Unit: The first two digits refer to the primary and secondary classifications for R&D unique projects; identified with operating actions, vehicle procurement, and flight project development.

The SRT Tech Task Area-Work Area digits refer to the primary and secondary classification R&D unique projects supporting research and technology.

The NASA Research and Technology Resumes (Form 1122) identify the specific work unit breaks to be used.

E. Subsidiary Breaks Coding: These columns are left for field installation use for the construction of facilities.

F. Cognizant Headquarters Office: Same as B above.

G. Related R&D Unique Project: Where a specific unique project is related to a facility project under the Construction of Facilities appropriation, the related Unique Project Number is developed for inclusion in reports. A three-digit code is used to designate first the type of effort and then the serial number assigned. The type of effort would follow the general classification of all types of NASA work: Supporting Research and Technology (SRT), Operational Activities, Vehicle Procurement, Flight Project Development, and Nonprogrammatic.

H. Facility Project Numbering: A four-digit number is assigned to each facility project under the Construction of Facilities appropriation. The first and second digits are used to define the site location, and the next two the serial number assigned to the project.

I. Standard Major Cost Categories: This is a one-digit code representing the first subsidiary classification of Facility Project Effort; for example: land acquisition, construction, equipment.

J. Subsidiary Breaks: These are available for field installation use.

Fiscal-Statistical Codes: These codes provide for the classification of data normally associated with accounting classification. The codes are used for all fund sources.

I. For R&D, AO and CofF

K. Field Installation Coding: This two-digit code identifies the installation responsible for the accomplishment of the program

project or subdivision.

L. Program Year: The last digit of the FY in which the project was authorized or funds were appropriated.

M. Method of Authorization: The two-digit codes designed to identify to the funding situations: i.e., from commercial sources, from other government agencies.

N. Fund Source: Identifies financing appropriation in terms of current administrative classifications used by NASA HQ to manage funds.

O. Object Class Structure: The three-digit code is used to classify financial transactions by object classification. The first two digits identify classifications as prescribed by the Bureau of the Budget; the last digit is the NASA subclassification.

SYSTEM: AWCS

FOR INFORMATION CONTACT: Financial Management Division
J. L. Bailey, Code BFG

REFERENCES: FMM 9100

SOURCE DESCRIPTION

TITLE: Cost Information From Contractors

NATURE AND PURPOSE:

Cost information from contractors is submitted to NASA on the forms 533 and 534 to provide a financial management tool for the use of NASA project management in controlling the application of resources to government contracts.

The reporting system is also used in financial management for such needs as planning, monitoring and controlling of funds, and the preparation of financial reports by installations. The report submitted on these forms will result in a network of internal NASA financial management reports as required by program managers at Headquarters level for the planning of new programs, and for extensions and deletions and major modifications to existing programs.

The 533 and 534 reports are designed to collect cost and related data for cost-type and fixed price incentive controls to:

--Assist the government in the overall management of the financial aspects of NASA contracts and the estimation or analysis of the costs of the contract

--Supply data for use with other specifically designed reports

--Contribute to an understanding of the cost implications of projections under varying program mixes

--Provide a detailed project/system financial management capability

The information to be provided on these reports is important to NASA in carrying out its project management, cost estimating, programming, budgeting, and procurement activities. The reports and forms serve to provide background information for performing financial feasibility studies, making choices among competing development or procurement alternatives and for administering development and production contracts. Although not all the management information gathered by NASA will come from contractors, contractor-furnished financial information is a primary element. The 533 and 534 series cover that portion of the life cycle of a contract from the initiation of the contractor's effort through completion. They are designed to:

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--Provide an appraisal capability, at required intervals, by comparing contractor financial and manpower experience against the contractor's previous financial and manpower projections and schedules

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--Provide for financial and manpower data input to the NASA/PERT and Companion Cost System and for correlation with other planning and scheduling systems such as line-of-balance, milestone reporting, etc.

--Provide a basis for maximum program effectiveness through allocation of available dollars and manhours to planned budgets, to the various portions of the NASA internal financial operating plans, and to specific areas within individual contracts

--Provide financial and labor information for planning all phases of new programs and for use in analytical cost estimating, and the development of cost models

--Indicate promptly and reliably possible areas of contract underruns or overruns, by making possible the comparisons of costs and labor actuals with prior projections of the cost of work accomplished and to be accomplished

--Insure proper programmatic emphasis within the contract relative to the application of costs and manpower to subdivisions of work

--Provide a method of field installation/contractor communication through the use of a work breakdown structure that is generally campatible with the contractor's organization or method of cost accumulation

--Obtain contractors' analyses of the cause and effect of significant variations in actuals and projections of financial and labor performance, and

--Provide contractors with financial management data which may be usable in his management processes.

The NASA Form 533 series of Contractor Financial Management Reports shall be the basic financial management medium for reporting the information needed by NASA Project Management to:

--Evaluate cost-type (also FPI) contractor cost performance, and

--Insure that contractor performance is realistically planned and supported by dollar and labor resources.

The NASA Form 534 series of reports shall be a medium for obtaining data for performing special cost studies that are used for intermediate and long-range planning and programming.

32 C

The above two forms would normally constitute the maximum requirement for cost information. The requirements (which may vary among projects and contracts) are limited to the data considered necessary for effective management.

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SYSTEM:

FOR INFORMATION CONTACT: Director of Financial Management
BFC Mr. J. H. Kelly
Resources Analysis Division
BR Mr. G. E. Barber

REFERENCES: NHB 9501.2 - Procedures for Reporting Cost Information from Contractors

SOURCE DESCRIPTION

TITLE: Financial Highlight Report

NATURE AND PURPOSE:

Monthly reporting of estimated data on fund status and financial and personnel activity is accomplished on a summary basis by means of the Financial Highlight Report.

The Financial Highlight Report is issued in advance of the more detailed Financial Status of Programs and Status of Programs and Status of Congracts and Grants.

The purpose of the report is to provide management both at Headquarters and the installations with an early picture of financial and personnel status and activity of major contracts. It is used to provide a reasonable accurate summary report on a flash basis at the earliest possible date.

The Financial Highlight Report covers activity under all NASA appropriations, exluding performance of services for other agencies or organizations on a reimbursable basis, as follows:

1. Current year Administrative Operations and Research and Development Appropriations.

2. Previous year Research and Development Appropriations for an indefinite period until outstanding amounts of resources authorizations are substantially obligated.

3. All years Construction of Facilities Appropriations.

The data presented is based on the latest actual information available immediately prior to the end of each month, plus estimates of activity for the remaining few days of the month. The output reports to management are distributed within two days after the end of each month, and cover the period through the end of the month just completed.

The sources for data are the installation operating

accounts (based on Resource Authorizations) and the best estimates of the installation as to probable financial activity between the time of the last recorded data and the ensuing end of month. Work performed by one installation for another under a subauthorization is included with the installation that received the original authorization, except that all Jet Propulsion Laboratory activity, including subauthorization activity, is reported separately for JPL.

SYSTEM: Financial Highlight Report

FOR INFORMATION CONTACT: J. R. Harbison, Code BFA

REFERENCES: FM9333

SOURCE DESCRIPTION

TITLE: Financial Status of Programs

NATURE AND PURPOSE:

Reporting of funded and unfunded transactions and in-house manpower utilization data is accomplished monthly by means of the Financial Status of Programs system.

The purpose of the system is to provide management with a means for a complete presentation of the financial status of programs effort for purposes of program analysis and progress evaluation in terms of funds and manpower utilization, and in conjunction with other reporting systems such as SCAG.

The system covers programs and services financed under all appropriations, including services for other agencies.

The financial status of programs is composed of two parts:

Part 1 reports Personnel Costs (Fund Source 1) and Manpower Utilization. It covers all personnel financed under the administrative operation appropriation. This part of the report shows the application of personal services funds and related manpower to each unique project number (as described by the Agency-Wide Coding Structure). Data are provided for current year activity to date by installations. For each project title and program code the report shows:

Resources authorization (in dollars)
Regular time in hours
Overtime in hours
Scientific, engineering, and professional time in hours
Obligations, costs, and disobligations (in dollars)

Part 2 reports all transactions except the Fund Source 1 under the administrative operation appropriation. This part of the report contains the current fiscal year financial activity by program years pertaining to the current costs of travel, common supplies and materials, equipment, and contractual services. For each program title and program code the report shows:

Resources authorization (in dollars)
Current year commitments, obligations, costs and disobligations

SYSTEM:

FOR INFORMATION CONTACT: Financial Management Division
Mr. J. R. Harbison, Code BFA

REFERENCES: FMM 9330

SOURCE DESCRIPTION

TITLE: Status of Contracts and Grants (SCAG)

NATURE AND PURPOSE:

SCAG is the agency-wide system used by NASA to monitor its procurement activities through the recording and reporting of financial and statistical data. The system is applicable to all NASA installations making and administering purchases and contracts and performing related funding and accounting.

SCAG covers all NASA contracts, grants, and intragovernmental purchase requests. The dollar amounts reported (fiscal data) are obtained from the fiscal accounting records The statistical data is obtained from source information maintained in the procurement records (NASA Form 507).

Contracts are reportable for SCAG purposes when they have a dollar value of $25,000 or more except that (1) experimental, development, or research contracts are reportable at $10,000 or more, and (2) university and nonprofit contracts are reportable at $1 or more.

The system was developed to provide elimination of duplicate record keeping and to provide integrated financial and statistical data on individual contracts.

For each contract, the obligations and costs and expenditures for each fund source and each program year are provided. Statistical data provided includes contract date, contract completion date, contract pricing provisions, extent of competition, estimated or target costs, estimated fee, and contract description.

The data collected in SCAG are intended to provide, within a centralized data bank, information to meet the requirements of all levels of internal NASA management, and to serve as a basis for recurring and specialized reports to the executive and legislative branches of the government.

The output reports from the SCAG Data Base (41 separate reports produced periodically in thousands of pages) serve a whole range of NASA uses including the various program offices, field centers, the Procurement Office, the Financial Management Division, the Budget Operations Division and the Headquarters Contracts Division. The Budget Operations Division alone requires six output reports. The Office of University Affairs requires four. The Procurement Office requires eleven andl also receives approximately 30 other so

called statistical reports. The Financial Management Division requires three for its own use and requires copies of others in its supervisory role in the SCAG system.

The input data from the installations fed monthly into the Headquarters SCAG data base consists of two major sub-systems. These sub-systems are identified by the transmittal reports which accompany the inputs as E-1 and E-2. The E-1 monthly input contains information provided from: (1) the NASA Form 507; Individual Procurement Report, and (2) selected basic fiscal transaction records at the installations. They are further described as follows:

1. The E-1 sub-system provides specific information on individual contracts. It contains over 50 distinct data elements. It provides details such as contract number, contractor's name, place of performance, unique project number, description of work, and estimated cost of the contract or modification. Most of the line items in the output reports represent individual contracts and show dollar information for obligations, costs, and/or disbursements. Summary data (usually dollar totals) appear at the end of various groupings in the sort sequences. The E-1 sub-system does not include total dollars, however, because of the exclusion of contracts from the system until the cumulative obligations reach certain dollar levels specified in the Financial Management Manual (FMM 9332) and related directives (BFA June 5, 1969 addressed to centers and other installations for example). The E-1 subsystem, because of the exclusions specified in instructions, covers only 95% of the total dollars.

2. The E-2 sub-system includes total dollars. It provides summary data (total dollars and total procurement actions), all inclusive, by procurement placement code.

Each procurement placement code identifies a combination of variables applicable to a specific procurement or to a statistic which summarizes procurements in a particular category. The Procurement Placement Code Matrix includes 106 separate codes representing 106 specific categories of procurement.

The E-2 subsystem is the only existing source of data on NASA's total procurement dollars and total procurement actions.

The E-2 sub-system provides a means of judging the effectiveness of NASA's buying system as it relates to Federal procurement placement policies. The system provides a fix on dollars obligated throughout NASA during the month by furnishing a summary of dollars obligated by procurement placement code, by fund source, and by program year. The system also provides a summary of the total number of procurement actions by procurement placement code only. The system also provides information that is required to be reported semi-annually to the General Services Administration.

The E-2 sub-system produces only one monthly output report (in eight sections, bound as one). It is produced for the primary use of the Procurement Office (KDO) and the secondary use of the Financial Management Division (BFA). It contains only 10 distinct data elements.

SYSTEM: SCAG

FOR INFORMATION CONTACT:	John R. Harbison	BFA, for financial data
	S. A. Sawmelle	KDA, for procurement data

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SOURCE DESCRIPTION

TITLE: Report on Subcontracting

NATURE AND PURPOSE:

52 The purpose of the NASA informational system relating to subcontracts is to meet on-going requirements of NASA management for feedback as to performance against NASA procurement policies and to assist management in relationships with the external environment.

The NASA postcard reporting system for the first and second tier subcontracts is in its seventh year of operation.

It provides management with feedback regarding performance against certain basic NASA policies, including policies to the effect: that NASA expenditures in the non-governmental sector, which account for over ninety percent of funds appropriated to the agency, not be concentrated on a few main suppliers of goods and services but be dispersed over as wide a range as consistent with high quality standards.

The system has enabled NASA management to keep the Congress and the public informed on both a regular and a spot inquiry basis as to major aspects of the impact of NASA procurement activities, and constitutes an important sub-system in the total informational system of operating within NASA and serves as a useful tool for management in the continuing process of checking and correcting information deriving from other parts of the system.

The input document which provides information for the NASA report on subcontracting is the NASA Form 667.

For any NASA prime contract of $500,000 or more, the prime contractor must report on first tier subcontracts of $10,000 or more and in all first tier subcontracts greater than $150,000 must report second tier subcontracts greater than $10,000. The following information must be provided:

Name, address, and contract number of prime contractor

Name and address of first and second tier subcontractors

Date dollar value of subcontract and place of performance

Work description (R&D or non-R&D)

Labor surplus area

New contract or modification

Description

The output of this system is used to show the distribution of contracts and subcontracts as a function of geographical location, installation, contractor, and subcontractor.

Also included are tables showing the flow of NASA obligations from one state to another by subcontractor and net amount.

The subcontract reports are published quarterly in hard copy. The following list is representative of the report content and volume.

DESCRIPTION	pages
SECTION I - Subcontracts by Place of Performance	6
Part I	
Table 1 - Summary by State	3
Table 2 - Summary by State	3
Part II - Subcontractors listed by State	498
SECTION II - Prime Contract	
Part I	
Table 3 - Summary by State by Prime Contract	60
Table 4 - Summary by State by Prime Contractor	122
Table 5 - Summary by State by Project Description	29
Part II - Subcontracts by Prime Contract	689
Summary by City and State by Prime Contract	340
Summary by City and State by Prime Contractor	179
Summary by City and State by Project Description	141
Summary by City and State by Subcontractor	207
Subcontracts by Subcontractor	347
Subcontracts by Installation	119
Count Table	59
From - To Table	47
Count Table	104
From - To Table	

The historical record of the forms are kept in the Division of Reports and Statistics of the Office of Procurement.

SYSTEM:

FOR INFORMATION CONTACT: S. Sawmelle KDA-3 Procurement Office--Staff Operations Division

REFERENCES:

370

SOURCE DESCRIPTION

TITLE: C.A.S.E. (Committee on Academic Science and Engineering) Reporting

54

NATURE AND PURPOSE:

The C.A.S.E. Report is a government-wide reporting system on Federally supported academic science and engineering.

NASA participates with other Federal agencies in supplying data on punch cards to the National Science Foundation for inclusion in the final report, which is prepared by NSF. NSF then transmits an annual report throughout the participating Government-University research community,

NASA supplies the following information for each grant or contract with a university:

Name of institution
Grant/contract number
Field of science
Major academic activity
Date of award
Duration of project
Amount obligated
Type of action
Type of major academic subunit
Principal investigator and social security number

The information is supplied within NASA by Headquarters and centers program offices. University Affairs (OUA) prepares the information for transmittal to the National Science Foundation.

The basic data is collected on NASA Form 1356, which supplies the information listed above. With the form is a complete instruction sheet for the completion of the forms.

The published NSF report is entitled "Federal Report to Universities and Colleges."

The C.A.S.E. Phase I is fully operational and provides summary data from each government agency for each university regarding Federal funding at that university. Funding levels are shown in four categories:

Science
Non-science
Research and Development
Facilities

37h

The C.A.S.E. Phase II report is to be made up of two parts:

Part 1 is an expansion of Phase I by project.

Part 2 will show for each project how much manpower is utilized and in what categories.

55

SYSTEM:

FOR INFORMATION CONTACT: J. Cockerill, Code Y

REFERENCES:

38

SOURCE DESCRIPTION

TITLE: NASA's University Program Quarterly Report of Active Grants and Research Contracts

NATURE AND PURPOSE:

This report is prepared to provide current information and related statistics for each grant or research contract active during the report period.

Each report gives the following information for each grant:

Grant or Contract Number
Performing Institution
Principal Investigator at Performing Institution
Brief Work Description
NASA Control Number for Funded Proposal
Fiscal Year of Program Funds
Approximate Period of Performance
Funds Obligated for Period
NASA Technical Officer
NASA Funding Group
Committee on Academic Science and Engineering government-wide field of science and engineering classification
Agency-Wide Fiscal Code; unique project and subprogram designator

SYSTEM:

FOR INFORMATION CONTACT: Richard Stevens, Code U

REFERENCES:

39

SOURCE DESCRIPTION

TITLE: Office of University Affairs Proposal System

NATURE AND PURPOSE:

The Office of University Affairs Proposal System is the method whereby all unsolicited proposals (and only unsolicited proposals) requesting money to conduct experiments and investigations in space-related fields are kept track of until they have been totally rejected or accepted for funding.

All unsolicited proposals received by NASA are sent to the Office of University Affairs. Here it is determined which offices might have an interest in having such work done. Each proposal is given a control number, name of the institution, principal investigator, date received, type of institution, description of work, and a code for each office which is to receive a copy of the proposal for consideration are coded onto a form. The information is then entered into the system and copies of the proposal are sent to the receiving offices.

Each month a report is generated in two parts and sent to all offices which currently have one or more proposals to be evaluated.

The first part of the report lists the proposals by control number and shows which offices have received copies.

The second part of the report shows by office which proposals are held by that office.

Until all offices which have the report have indicated rejection, or one office indicated an intention to fund the work, the proposal remains in the system. The month after the proposal has been either totally rejected or accepted the final disposition will show in the report and the proposal will then be dropped from the system.

After a contract or grant has been let and obligated, it would become a part of the Status of Contracts and Grants (SCAG) system, and in the case of University grants and contracts it would appear in the Quarterly Report of Active Grants and Research Contracts.

SYSTEM: OUA Proposal System

FOR INFORMATION CONTACT: R. F. Brogan, Code UBA

REFERENCES:

40.3

SOURCE DESCRIPTION

TITLE: Economic Information System

NATURE AND PURPOSE:

NASA and DOD obtain information on which to base assessments of the impact of their expenditures on manpower by individual plant and by local geographic areas through the Economic Information System.

Data are collected semiannually on the DOD and NASA Plant-Wide Information Report form. Each report form collected is from one individual plant, and the data reported are for the plant at that specific geographical location only, except that if all company plants reporting are in one Standard Metropolitan Statistical Area, combined figures may be used if specified by NASA or DOD.

The criterion for the selection of a plant or plant complex is based primarily on the absolute number of employees working on DOD and NASA contracts (both prime and subcontracts In most instances these workers will represent a significant percent of the total number of employees in the plant.

The following data are supplied by the respondent:

--Type of organization - (profit, nonprofit, academic)

--Name and address of the NASA or DOD component requesting the report

--Standard Industrial Classification code of the reporting plant

--Figures are reported for the beginning of the reporting period and the end of the reporting period for: directly charged scientists and engineers, all other directly charged manpower, and total directly charged manpower; reported separately for DOD, NASA, all other government and commercial contractors, then total plant-wide directly charged manpower. For NASA and DOD, figures are required as of the current six month period reported for the percent of all total direct manpower used on prime contract work. Figures are forecast for six month intervals for the subsequent 2 1/2 years to show anticipated number of total direct manpower separately for DOD, NASA, all other government, commercial, and then plant wide.

--For on-site firm and anticipated business forecasts are required for the subsequent 2 1/2 years at six month intervals for DOD direct, NASA direct, all other direct, and total direct manpower.

--For off-site direct and indirect firm business actual manpower figures for DOD and NASA are reported separately as of the end of the current reporting period.

--Plant total actual straight time direct manhours and actual overtime direct manhours are reported as of the end of the current reporting period.

--For NASA, total costs and off-site procurement costs for (1) materials and purchased parts and (2) subcontracting, services, and other are reported in thousands of dollars.

These data are used by both NASA and DOD in evaluating the economic impact of defense and space procurement. Evaluations of impact must be made so that other government agencies and state and local governments can take such actions as may be desirable to alleviate adverse consequences of shifts in defense and space procurement.

The data from the Economic Information System are used in the preparation of the Manpower Information Digest (see separate entry).

SYSTEM: EIS

FOR INFORMATION CONTACT: W. Velander, Code UBB

REFERENCES:

41

SOURCE DESCRIPTION

TITLE: General Management Review

NATURE AND PURPOSE:

The General Management Review is the process whereby top management is briefed by means of oral presentation on the status of program office activities.

A summary of the presentations is prepared by the Executive Secretariat. This summary is in the form of a minutes memorandum.

This information has been compiled and documented ahead of time in the program offices. For example, OART and OSSA maintain the MICS (Management Information and Control System) which constitutes their basic backup.

SYSTEM:

FOR INFORMATION CONTACT: Executive Secretariat

REFERENCES:

42 G

SOURCE DESCRIPTION

61

TITLE: OMSF Program Scheduling and Review Handbook (SARP) (NHB 2330.1)

NATURE AND PURPOSE:

The SARP Handbook provides the description of the method for summary level reporting and review of schedules and resources for all OMSF programs.

The policies and objectives of SARP as defined in the handbook are:

--To achieve the established missions and objectives of the Manned Space Flight Program, it is essential that:

1. All program effort be undertaken on the basis of approved schedules and authorized resources;

2. There be a continuing review process by which potential problems can be identified, assessed, and channeled to the proper decision-making level.

--To achieve the missions and objectives, an OMSF Program Scheduling and Review System shall:

1. Be maintained to reflect the currently approved schedules and authorized resources.

2. Be used to report status of effort against these schedules and resources. In addition, regularly scheduled Program Reviews will be held to evaluate progress and to determine corrective actions, as required.

--Operating principles for the Program Scheduling and Review System shall be as follows:

1. A single system providing uniformity in format, presentation, structure, and content shall be employed in all program areas. The same format shall be used for the documentation of schedule elements and for the presentation of schedule status through regularly scheduled Program Reviews.

2. The system shall be structured, documented, and maintained on a basis which will:

a. Insure clear lines of accountability for program status and for the control of all schedule changes and actions, and

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b. Provide a means of measuring progress in terms of milestones, funding, cost, and manpower.

3. A uniform data base (PERT) shall be employed throughout OMSF to:

a. Insure the proper integration of all the various phases of the Manned Space Flight Program, and

b. Provide a means for determining the impact of individual segments of the program which are the responsibility of individual Field Centers and program managers on the total program effort.

This uniform data base will make it possible to obtain an unbroken flow of timely and accurate program status from the contractor's plant to top MSF management officials.

SYSTEM: SARP

FOR INFORMATION CONTACT: Director of Program Control, Code MP

REFERENCES: NHB 2330.1

4139

SOURCE DESCRIPTION

63

TITLE: OSSA and OART Project Management Information and Control System (MICS) Handbook (NHB 2340.2)

NATURE AND PURPOSE:

The MICS handbook provides the description of the method for summary level reporting of schedules, both financial and manpower, for OSSA programs and OART projects. These reports are a fundamental element in the monthly program review cycle and are intended to serve as the basis for management decision.

The MICS serves additional purposes as set forth in the handbook. It:

--Provides for reasonable consistency in reporting from field installations to Headquarters Program Offices and General Management through appropriate intermediate echelons. At the same time, the system provides the flexibility required to accommodate the wide variety of NASA projects and provides for variable depth in reporting commensurate with the nature of the effort.

--Calls for identification and involvement of responsible individuals at all levels. Their evaluation, the exercise of judgement as noted by their assessment of status, assignment of control milestones, and periodic signoff are integral features of the system. Active participation and personal attention of key personnel are inherent concepts within the approach.

--Is not a substitute for good management judgement, nor should any of the provisions be interpreted as relieving any management level of its responsibility in this respect. Although the system may tend to focus on deficiencies in planning, it is not a substitute for, nor will it overcome inadequacies in prior planning. It is a methodology for identifying and maintaining a baseline against which program and individual performance can be measured.

The summary level information consolidated in the MICS system is to be based on and compatible with inputs from other existing information and control systems currently used for project management and control at the field installation and contractor level. When used in conjunction with these field management systems, the procedures described in this handbook will insure that valid and meaningful information is available to support decision making at all levels of management. The procedures contained in the handbook do not supersede these lower level systems.

The primary objectives of the MICS as set forth in the MICS Handbook include:

--Keeping management informed on the status of programs and projects within the coverage of the system.

--Isolating management problems in terms of cost, schedules, and technical performance.

--Providing early warning of potential management problems which may have an adverse effect on schedules, cost, or performance.

--Establishing a basis for developing and implementing work around plans.

--Providing a forum for the exchange of management information.

--Promoting management discipline and teamwork throughout OSSA and OART organizations.

SYSTEM:

FOR INFORMATION CONTACT: Chief, Program Review (Code SPP)
Program Review & Resources Mgmt.

REFERENCES:

44e

SOURCE DESCRIPTION

TITLE: PERT (Program Evaluation and Review Technique) Handbook

65

NATURE AND PURPOSE:

This Handbook describes NASA PERT which is the management tool which serves as the basic planning, evaluation, and control system for use in progress evaluation by the NASA manager. The NASA PERT system is derived from PERT as developed by the Navy Department.

Basically, PERT is intended to be a logical means of bookkeeping which is amenable to systematic analysis. No technique for program evaluation and review can guarantee valid work plans and schedules, serve organizational problems, or substitute for effective management.

The basic feature of PERT is to determine critical paths and focus the attention of management on current or potential problem areas within a project. However, to achieve full control and utilization of resources, schedules must be established and accomplishments monitored for those tasks not on the critical path.

Also critical to the system is the establishment and maintenance of networks for competent technical control.

NASA PERT is intended to prov[illegible] the following to serve project management.

1. A method for integrating the various systems of a project (i.e., spacecraft, launch vehicle, launching support, tracking and data acquisition, etc.) into a coordinated plan.

2. A method for monitoring progress, utilizing the exception principle to focus attention on those jobs which constrain the accomplishment of the end objective. It also provides early warning of potential problems and the impact of delays in accomplishing one part of the plan on the other elements in the plan. This permits corrective action to be taken by the project manager at the earliest possible time.

3. Recognition that time, resources, and performance specifications are interrelated and can be varied to optimize project plans and development progress.

4. The use of data processing equipment at field center level to digest the complex and dynamic relationships within projects and prepare integrated project plans and reports of progress, status and potential problems. Use of this equipment permits fewer people to handle more data, more expeditiously, than with conventional hand calculations and graphical techniques.

Included in the PERT Handbook are the general concepts, working definitions, and actual methodology.

SYSTEM: PERT

FOR INFORMATION CONTACT: J. Walker, Code UBB

REFERENCES:

SOURCE DESCRIPTION

TITLE: Reports Control System

NATURE AND PURPOSE:

Recurring reporting requirements imposed by Headquarters offices on NASA installations, contractors, and/or other functional or program offices at Headquarters are controlled by the NASA Reports Control System.

The value of the Reports Control System, in addition to the purposes of straightforward control as discussed below, is in bringing together in one place the record of those items which are required to be reported. A researcher can go to the system to see what data and information are collected on a regular basis; and thereby determine what information is available for use in the area in which the researcher is interested.

Any new or revised reporting requirement which is subject to the Reports Control System must be approved through the submission of a Report Approval Request. By way of this form, the office originating the proposed reporting requirement must supply on the Report Approval Request the following type of information:

Exact title of information item
Legal/statutory or other external requirement
Applicable NASA policies
Requiring document
Due date for the report
Frequency of the report
Forms used for collecting the data
Cognizant office
Respondents
Information systems involved
Primary distribution
Data elements

The concepts, policies, responsibilities, and procedures governing these reporting and associated record-keeping requirements are to be set forth in the Reports Control System Handbook.

"Reports Control" as defined in the Handbook is to be considered to include not only the identification, approval, validation, and review of discrete information requirements, but also the continuing assessment of information systems and the analysis of related information items and processing techniques.

The Reports Control System was established to comply with the basi NASA policy that unnecessary or duplicative reporting be avoided and that the burden of reports imposed on NASA offices, installations, and contractors be minimized by the continued review and analysis of information requirements. Moreover, reporting is to be accomplished using the most economical and effective methods available, with particular emphasis being given to the standardization and integration of data elements and to the development of responsive information systems.

SYSTEM: Reports Control System

FOR INFORMATION CONTACT: W. Velander, Code UBB

REFERENCES: Reports Control Handbook

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SOURCE DESCRIPTION

4 TITLE: The NASA Safety Manual (NHB 1700.1V.1) (July 1969)

NATURE AND PURPOSE:

The basic safety requirements applicable to all NASA staff and operations personnel are set forth in the NASA Safety Manual which serves as the central agency document on safety procedures.

The manual is issued in accordance with NASA policy as set forth in NASA Policy Directive 170.1, containing guidelines, instructions, and requirements which define the NASA safety program.

It is intended that the manual serve as a general framework to structure the more specific and detailed requirements of Headquarters Institutional Program and Field Directors.

It is to be issued in several volumes, each assigned a unique identification number.

Included in 1700.1 (V.1) are the following chapters:

SYSTEM REQUIREMENTS UNDER NASA CONTRACTS
SYSTEM SAFETY
INDUSTRIAL SAFETY
AVIATION SAFETY
PUBLIC SAFETY
SAFETY SKILLS
HAZARD IDENTIFICATION, SAFETY RESEARCH AND DATA
ACCIDENT/INCIDENT/MISSION FAILURE INVESTIGATION AND REPORTING

The NASA Safety Manual is applicable to all work under the responsibility of NASA. However, where application would be impractical, the NASA Director of Safety may approve an adaptation which meets the intent of the requirement.

SYSTEM: NASA Safety Program, which emcompasses system safety, industrial safety, aviation safety, and public safety.

FOR INFORMATION CONTACT: NASA safety Office, Code DY
G. M. Newcomer

REFERENCES: Supersedes NHB 1700.1 DRAFT dated March 15, 1968 and incorporates NMI 1711.1A and NPD 1711.2 which are cancelled.

SOURCE DESCRIPTION

TITLE: Aerospace Safety Advisory Panel (ASAP)

NATURE AND PURPOSE:

The Aerospace Safety Advisory Panel was established by Public Law during 1968 to serve as a senior advisory body to the Administrator, and as such is an arm of the Administrator's office and distinct from the NASA Safety offices.

The following is that portion of PL 9-67 which deals with the functions of the Panel:

"The panel shall review safety studies and operations plans referred to it and shall make reports thereon, shall advise the Administrator with respect to the hazards of proposed or existing facilities and proposed operations with respect to the adequacy of proposed or existing safety standards and shall perform such other duties as the Administrator may request."

The Panel is to have access to all available information requested by them, as well as unlimited access to all areas during on-site reviews, at both NASA and contractor facilities, as deemed necessary by the Panel and arranged through the Administrator.

The ASAP answers directly to the Administrator. There is no documentation maintained of ASAP activities.

SYSTEM:

FOR INFORMATION CONTACT: Executive Secretary,
Aerospace Safety Advisory Panel

REFERENCES: See NMI 1156.14 "Aerospace Advisory Panel," for further details.

SOURCE DESCRIPTION

TITLE: System Safety Analysis Report (SAR)

NATURE AND PURPOSE:

The Safety Analysis Report is the documentation method used to record the final product of system safety analyses. These analyses are reviews of given projects made before a project is implemented to determine any areas of risk and how they can be lessened where they exist.

The results of the analyses, along with other safety related program data, are combined into a summary report that constitutes a statement of risks and hazards that may be incurred by operation of the system.

The report is submitted to the project official or program official for use during the pre-operational readiness review conducted for each system.

Each report is to serve as a management tool and should include the following:

1. Safety significant aspects of preparations and operation of the system, including final assembly, checkout, transportation to the operational facilities, the application of energy sources, and operation.

2. Safety significant aspects of the operation and post-operation activities, including hazards associated with failure of communications, data and tracking systems and premature termination of the mission.

3. Identification of the personnel who are within range of the potential hazards, including astronauts and technicians.

4. A description of the safety analysis methods used, together with the hazards identified, the hazards eliminated or controlled, and the residual hazards or incurred risks by operational phase.

For manned and automated hardware programs, a copy of the SAR is forwarded to the NASA Director of Safety following review and approval by the project or program manager and prior to the conduct of its subject operation.

Agreements exist among AEC, DOD, and NASA governing the conduct of activities producing Safety Analysis Reports for the flight safety aspects of nuclear systems such as SNAP and ROVER. It is essential that, within NASA, these analyses be fully coordinated among the various field installations, the Space Nuclear

Propulsion Office, the Space Power and Electric Propulsion Division of OART, and the NASA Safety Office.

All Safety Analysis Reports are subject to hierarchial review.

SYSTEM:

FOR INFORMATION CONTACT: G. Newcomer, Office of the NASA Safety Director

REFERENCES: NASA Safety Manual NHB 1700.1(V1)

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SOURCE DESCRIPTION

TITLE: New Technology and Patent System

NATURE AND PURPOSE:

The system collects basic information for each item of new technology in the Technology Utilization and Patent Program. A series of input forms document the various steps in the flow of information through the system as tasks are completed in carrying out the program. The input data consisting of approximately 50 sets of data is recorded in a computer file where it is processed into printed reports. It provides a statistical recapitulation used by management in directing the two programs. The concept of using a combined computer file for this system provides for the continuous integration of these two programs. The following reports are produced:

NTP 1	Error Printouts - UT
NTP 2	Error Printouts - GP
NTP 3	Update Errors - UT
NTP 4	Update Errors - GP
NTP 6	NT Active Items - by Installation
NTP 7	NT Items Rejected - Calendar Year-to-Date
NTP 8	NT Items Published or Forwarded for Printing
NTP 9	NT Items Awaiting Disposition Over 60 Days
NTP 10	NT Items Awaiting Institute Evaluation
NTP 11	NT Activity Summary by Installation
NTP 12	NT Items by Contractor
NTP 13	NT Prime Contract Activity Summary by Contractor
NTP 14	NT Items by Program Office
NTP 15	Printout of NTP Master File
NTP 20	Patent Soliciting Report
NTP 21	Waiver Case Summary
NTP 22	Active Patent Docket
NTP 23	Licensing Report
NTP 24	Inactive Patent Docket
NTP 25	Licensing Status of Issued TU Publications
NTP 26	Patent Number Report

SYSTEM: New Technology and Patent System

FOR INFORMATION CONTACT: Technology Utilization Division
UT Mr. Herbert Holley
General Counsel - Patents
GP Mr. Robert V. Lottman

REFERENCES:

SOURCE DESCRIPTION

TITLE: Agency Statistics on Patent Practices

NATURE AND PURPOSE:

This report is a compilation of information collected from NASA field installations to meet the requirements of the Federal Council on Science and Technology patent advisory panel for the type of annual information necessary for proper evaluation and management of the NASA patent program. The data has been collected annually since 1959, although the FCST has requested it only since 1964.

The data collected is more detailed than that normally collected for NASA management.

Fifteen agencies submit patent practice statistics as requested by the FCST for inclusion in an annual report, the purpose of which is to serve as a basis for review and development of government-wide patent policy. The annual report is called the "Annual Report on Government Patent Policy" and is available from the Government Printing Office.

A typical table of the statistical contents for the NASA submission would include:

I. Invention Disclosures Reported
   A. Government Employee
   B. Government Contractor
II. Employee Invention Disclosures
III. Contractor Invention Disclosures
   A. Determination of Rights
   B. Patent Protection
IV. Operation Under Presidential Patent Policy
   A. Number of R&D Contracts Containing Title Patent Clause
   B. Number of R&D Contracts Containing Licence Patent Clause
V. Licensing of Government-Owned Patents
   A. U. S. Patents Available for Licensing
      1. No. of Patents Licensed
   B. Foreign Patents Available for Licensing
      1. No. of Patents Licensed

The FY 1968 report is currently in final preparation.

The historical files of the NASA submissions are retained in the Office of Assistant General Counsel for Patent Matters.

SYSTEM:

FOR INFORMATION CONTACT: G. Parker, Code GP

REFERENCES: Patent Policy Program: NASA Statistics on Patent Practices

SOURCE DESCRIPTION

TITLE: PATENT PROGRAM REPORT
(NASA Statistics on Patent Practices)

NATURE & PURPOSE:

This brochure, which is prepared for the information of Congress, the NASA Administrator and staff offices, and which is publicly accessible, is produced in the office of the Assistant General Counsel for Patent Matters.

The purpose of the report is to describe the patent policies and practices of the Agency and to provide general statistics relating to patent policy, such as the number of inventions received by NASA, the number of patent applications filed, the number of inventions licensed, and the number of infringements claimed against NASA, as well as the inventions for which NASA has waived claim.

At the present time, this is a periodic report--the third version is near completion. It is intended that this shall be an annual report.

Copies of the two previous reports may be seen in Code GP

SYSTEM:

FOR INFORMATION CONTACT: G. Parker
Code GP

REFERENCES: "Agency Statistics on Patent Practices" submitted to the Federal Council for Science and Technology, Commerce Department

SOURCE DESCRIPTION

TITLE: Real Property Information

NATURE AND PURPOSE:

All the information pertaining to existing NASA facilities has been classified and catalogued by means of a system which has as a key the Catalog of Real Property Documents.

This catalog lists for each NASA facility the documents pertaining to that facility under the following headings:

I Land Acquisition Documents
II Leases, Permits, and Easement License Agreements
III Reports (received from the facility)
IV Historical and General
V Industrial Facilities (these would be documents pertaining to any contractor-held but NASA-owned property at the facility)

Each document received regarding real property is worked into the catalog and numbered and filed. The purpose of the catalog is to classify real property materials and allow for their quick retrieval. Whenever a question arises regarding a facility, this document is consulted for the purpose of determining what information is available to answer the question and where that information is located.

The Facilities Data Book, which is currently in the final stages of preparation, consists of information about each of the facilities. The information is set up as follows:

I General
II Facilities Summaries
III NASA Installations and Components
IV Office of Tracking and Data Acquisition Facilities

The book contains under the above headings definitions, descriptions of each facility, and data on the facilities. The input documents used to supply the information come from the following reports:

Annual Report of Real Property Leased to the U. S. Government
Analysis of Industrial Facilities and Material Report
Analysis of Fixed Assets Report
NASA Field Installation Master Plans
NASA Technical Facilities Catalog
NASA Real Property Records

SYSTEM:

FOR INFORMATION CONTACT: D. Polizzi, BXD-Office of Facilities

REFERENCES:

SOURCE DESCRIPTION

TITLE: Status of R&D Funded Construction and Facilities Grants

NATURE AND PURPOSE:

The report presents the financial status of R&D funded construction projects whose estimated cost exceeds $250,000 and all facilities grants. It is prepared quarterly by all installations receiving resources authorizations under the Research and Development appropriation for construction required for the performance of research and development contracts and the Grants and Research Contracts Division in the case of all facilities grants.

The following information is shown:

Program year
Site location and project description
R&D Unique Project Number
Construction Project/Grant Number
Date of approval of the initial authorization
R&D Resources Authorization
Contract (dollar) Amount to Date
Costs (expenditures) to Date
Disbursements to Date

When performance is completed the project will be noted as completed that quarter and dropped from future reports. When the project is financially complete, it will appear in the report once to so state that it is financially complete.

SYSTEM: Status of R&D Funded Construction and Facilities Grants

FOR INFORMATION CONTACT: Financial Management Division
BFA - Mr. J. R. Harbison

REFERENCES: FMM 9334

SOURCE DESCRIPTION

TITLE: NASA Manpower Information Digest

NATURE AND PURPOSE:

Baseline estimates of fiscal year employment on NASA programs and NASA utilization of scientific and engineering manpower are reported in the Manpower Information Digest.

Included in the report are employment figures of total employment and employment of scientists and engineers by year; figures for the report year of total employment and employment of scientists and engineers by fund source (Research and Development, Construction of Facilities, Administrative Operations) for the Office of Manned Space Flight, Office of Advanced Research and Technology, Office of Space Science and Applications, Office of Tracking and Data Acquisition, and Office of Associate Administrator. Also included in the digest are projections of NASA manpower requirements for the coming fiscal year.

SYSTEM:

FOR INFORMATION CONTACT: W. Velander, Code UBB

REFERENCES:

SOURCE DESCRIPTION

TITLE: Personnel Management Information System (PMIS)

NATURE AND PURPOSE:

The PMIS is an agency-wide integrated central data bank of significant items about each individual in the work force. It utilizes ADP systems to meet the needs of NASA management for accurate and timely information concerning the total work force. Another application of PMIS is its use in matching people and jobs.

The information in the PMIS is updated quarterly, and the following types of data elements are maintained for each employee. These items make up the data base:

- Reporting installation
- SSN
- Nature of employment and tenure/position code
- NASA Service Computation Date and Federal Service Computation Date
- Date of Birth
- Sex
- Bachelor degree field and date
- Highest degree level, field, and date
- Date of current grade
- Physical handicap code
- Parent installation code and organizational element code and duty station code
- Pay plan, CSC series, grade and step, current salary NASA classification, advanced/saved pay category
- Personnel action code
- Vacancy
- Minority code

The Director of Personnel establishes the requirements for the reports which are to be extracted. Typical reports would be those showing skills distribution, grade and salary, promotion rates, separations and accessions, and age profiles. Selected agency-wide reports are individually designed and generated to meet specific requirements. The system has the capability to allow for the generation of information sorted to meet the needs of special one-time reports or studies.

SYSTEM: PMIS

FOR INFORMATION CONTACT: J. F. Duggan, Code BPA

REFERENCES: PMIS Date Processing Manual, which establishes the requirements necessary for implementation of the system.
NMI 3291.1, which establishes PMIS and prescribes maintenance and reporting requirements.

SOURCE DESCRIPTION

TITLE: Personnel Reporting Forms

NATURE AND PURPOSE:

Principal data on in-house NASA employment are collected by means of three documents:

SF-113-A - Monthly Report of Federal Civilian Employment
NASA Form 869 - Supplemental Report to SF-113-A
NASA Form 369 - Personnel Statistical Report

Personnel files are maintained at individual centers, but summary data are reported by the individual centers to the Headquarters Division of Personnel where the numbers are collated to provide agency totals.

The documents listed above are described below:

The SF-113-A-Monthly Report of Federal Civilian Employment is prepared in response to an external reporting requirement. The document is an agency report to the Civil Service Commission with a copy sent to the Senate Committee on Reduction of Non-Essential Expenditure. The report includes data on the total number of employees, permanent and part-time, Wage Board employees, etc. It supplies data on the stability of the labor force by listing total accessions and separations during the month. Some geographic data are provided by breaking the total employment in each category into the following: Washington, D. C. area, U. S. outside of Washington area, territories of the U. S., and foreign countries. Total wages and salaries earned during the period are also listed.

This is a basic manpower report and its totals represent official figures to which other important reports must conform. The employment totals in the Annual Report on Wage and Salary Distribution and in the Occupational Inventory Report must agree with the corresponding totals in SF-113-A. The information in this report plays a part in providing a historical base for the budgetary planning work of the Resources Analysis Division. The Report of Complement prepared by the Resources Analysis Division for the Bureau of the Budget lists historical totals which must conform with the information in SF-113-A. This document is important in planning changes in allocation of NASA in-house personnel.

The Supplement to SF-113-A (NASA Form 869), also issued monthly, provides further detail indicating the ceiling on personnel at each installation, actual employment, and the distribution of employment by NASA code group.

For each location, ceiling personnel authorizations and actual totals are given, and then the actual totals are broken down into permanent employees, part-time and apprentices and all other, and non-permanent broken into co-op student, other temporary, consultants, part-time, and other W. A. E.

Figures are also given for each location by NASA employment code group.

The quarterly Personnel Statistical Report prepared by the Division of Personnel lists additional information by skill group, grade level, and accessions and separations by GS or Wage Board level for each of the code groups. Average grade of graded employees for each code group is also shown. Information must also be provided in this report for critical losses of personnel in GS-13 and above positions, listing name of separated employee, reason for leaving, new salary, and new employer. This informative, useful and well-designed summary of the overall in-house labor force at NASA indicates its distribution by grade and changes in the grade distribution over time. It also provides basic historical data for preparing projections of manpower requirements by installation and by category.

The information in the reports discussed above is directly relatable, or it can readily be made comparable, with other Federal reports dealing with Federal employees. The GS and Wage Board classifications in NASA are part of an overall Federal employee system and the NASA occupational code can be translated into a Civil Service equivalent code. From these reports it would be possible to compare the average grade of NASA employees or changes in this grade with changes in the overall Federal system. It would also be possible to compare turnover rates.

Internal consistency is maintained between these reports and the data in PMIS.

SYSTEM:

FOR INFORMATION CONTACT: J. F. Duggan, Code BPA
Manpower Analysis and Plans Branch
Personnel Division

REFERENCES:

-7a

SOURCE DESCRIPTION

93

TITLE: New Technology Reporting

NATURE AND PURPOSE:

NASA has an extensive program for reporting new technology. Several different methods are utilized for the dissemination of this information.

1. To disseminate information gained from new technology discoveries, the Tech Brief is utilized as the main instrument for announcement. Tech Briefs briefly describe an innovation and explain the concepts and principles which underly it.

Although it is realized that these innovations can rarely be used without modification in other contexts, it is hoped that the Tech Brief will enable those with ideas analagous to the principle of the given Tech Brief to utilize already-gained knowledge.

When new technology is reported and evaluated and deemed suitable for announcement, the Tech Brief is the most rapid method of information dissemination.

The Tech Brief serves only as an announcement: further information is obtainable from the Technology Utilization offices at the NASA installation which issued the item.

Tech Briefs are categorized as follows:

Mechanical and Chemical
Electrical Energy
Life Sciences
Materials
Sources

2. Technology Utilization Reports are issued to give extensive descriptions of innovations done under NASA jurisdiction of special significance or complexity. Technology Utilization Reports are an extension of the Tech Brief Service, in that they go into further detail. They are prepared for items considered to be of unusual interest.

3. Where NASA moves ahead in a whole new field of technology, or major contributions are made on a broad front, the Technology Utilization Division attempts to consolidate these gains. The Technology Surveys are one approach employed to accomplish this. NASA employs noted authorities in a field to survey the newly advanced state of the art and prepare "guidebooks" on these findings.

The abovementioned Office of Technology Utilization services are available outside of NASA from the Clearinghouse for Scientific and Technical Information and the Government Printing Office.

SYSTEM: STIF

FOR INFORMATION CONTACT: STID

REFERENCES:

58

SOURCE DESCRIPTION

TITLE: NASA News Office Material

NATURE AND PURPOSE:

85

These materials are generated for the purpose of keeping the news media informed of NASA activities so that there can be adequate dissemination to the public. Items are also available to the public on request.

These materials would include:

Space Sheets - Bimonthly releases sent to newspapers
News Releases - Sent out on topics of interest
Press Kits - Explaining NASA missions
Speeches given by NASA officials
Transcripts of major press conferences
"Current News" and special editions of "Current News" which are compendiums of NASA-related items from the press
Special Handout Material

SYSTEM:

FOR INFORMATION CONTACT: NASA News Office

REFERENCES:

SOURCE DESCRIPTION

TITLE: NASA Radio/TV Programs

NATURE & PURPOSE:

In order to keep the public informed of the activities of the space program, NASA produces a weekly radio program which it distributes to 3,000 stations. Supplementing this is a 15-minute monthly program.

In addition, a montly film, "Aeronautical and Space Report," is distributed to 500 TV stations, as is a 15-minute end-of-year summary film.

Special films and broadcasts are prepared for special missions.

Television films are available to other groups on a loan basis.

Fifty-five films have been produced from January of 1965 to September of 1969, and an Index to them is available.

Back issues of the radio services are not stocked for distribution to the public, but there is available a listing of them from September of 1963.

Script files are maintained historically at NASA.

SYSTEM:

FOR INFORMATION CONTACT: Joseph Headlee
Code FPT

REFERENCES:

SOURCE DESCRIPTION

TITLE: Current News

NATURE AND PURPOSE:

Current News is a compendium of newspaper articles relating to NASA and the space program. It is prepared each day by the Office of Public Affairs.

Each day, fifty newspapers are searched for articles, editorials, and other news items relating to space. These are clipped and reproduced for distribution within the agency.

The purpose of Current News is to enable persons in the agency to keep abreast of reporting of activities relating to NASA, the U. S. space program, and space-related activities throughout the world. In addition, this allows for appraisal of reaction of the press to these events.

After major NASA events, Special Editions of Current News are prepared.

Back issues are maintained in the Public Affairs Office.

SYSTEM:

FOR INFORMATION CONTACT: Office of Public Affairs
Public Information Division

REFERENCES:

61

SOURCE DESCRIPTION

TITLE: NASA Motion Pictures, Filmstrips

NATURE AND PURPOSE:

38

NASA produces a variety of films and filmstrips describing the agency's research and development programs in space and aeronautics and documenting the results of this research. The films are used in conjunction with congressional testimony by NASA offices for their employees and other groups and may be borrowed by groups requesting them for use on a loan basis as long as they are to be shown free of charge. Many of the films are available for public purchase, either through NASA or the GPO.

Lists of available films are maintained for free distribution, and special release announcements are made for new films. The film lists designate the age level for which each film is appropriate, as many films are made for school use.

SYSTEM:

FOR INFORMATION CONTACT: M. H. Warren Phipps, FAD-Public Affairs
Public Affairs handles the distribution of films and maintains the NASA Film Depository, located in Arlington, Virginia, which keeps copies of all NASA films.

REFERENCES: See: NASA Film List, May 1969
NASA Technical Films
"Apollo Digest"
Special Release Announcements

SOURCE DESCRIPTION

TITLE: NASA Library Notes

NATURE AND PURPOSE:

To announce new publications received by the NASA Library, NASA utilizes the vehicle of Library Notes.

Each Library Note consists of bibliographic notations of new materials received by the Library. They are generally listed in subject matter groupings.

The Notes are also used to announce NASA Technical Publications.

Items announced in the Notes may be requested for loan from the Library

SYSTEM:

FOR INFORMATION CONTACT: A. String, Headquarters Librarian

REFERENCES:

SOURCE DESCRIPTION

TITLE: Literature Abstract Services

NATURE AND PURPOSE:

NASA provides abstracts of writings related to astronautics and aeronautics through the preparation of a number of series of documents.

1. Scientific and Technical Aerospace Reports (STAR) STAR is one of a pair of semimonthly abstract journals sponsored by NASA to keep all persons interested in any phase of aerospace industry, management, and effects informed of new literature.

STAR abstracts report literature produced by NASA, its contractors, other government agencies, universities, and research organizations throughout the world.

STAR is published semimonthly by NASA (in-house) and complements the International Aerospace Abstracts (IAA) prepared for NASA by the American Institute of Aeronautics and Astronautics.

Each STAR contains an abstract section and index sections. Each abstract gives a complete citation: an accession number, notation as to availability of the item on microfiche, notation as to whether the document is NASA-sponsored, name and title, corporate source, data, availability, and contract number.

Abstracts are presented in numerical (accession number) order within each of the 34 subject categories. They are indexed by subject, personal author, corporate source, contract number, report/accession number, accession/report number in each issue. [Note: To fully understand the indexing process requires working familiarity with the document.]

2. International Aerospace Abstracts is the abstract journal which complements STAR with abstracts of published literature: periodicals and books, meeting papers and conference proceedings issued by professional societies and academic organizations, and translations of journals and journal articles.

IAA is published semimonthly by the American Institute of Aeronautics and Astronautics under NASA contract.

Each IAA contains an abstract section and index sections. Each abstract gives a complete citation: accession number, availability of the item on microfiche, name of author and title, publisher, publication date, and sponsorship.

Abstracts are presented in numerical (accession number) order within each of the 34 subject categories. They are

indexed by subject, personal author, contract number, and management paper and report number. [Note: To fully understand the indexing process requires working familiarity with the document.]

STAR and IAA are published on alternate weeks.

3. NASA/SCAN Notifications consist of a listing of items which have been abstracted in STAR and IAA. A set of NASA/SCAN notes is published for each pair of STAR-IAA journals. There are currently 186 topics for which a NASA/SCAN listing is made. The average number of notifications per topic per listing is 32.

Each listing gives the bibliographic information for the document as well as the key words under which the document is indexed. (See NASA Thesaurus for listing of key words.)

The purpose of these notifications is to save the users the time required to scan all topics in STAR and IAA. When the user finds documents which appear to be of interest, he may request the document from the library or go to the STAR or IAA to first read the abstract.

[Note: Due to limitations in the key word indexing, not all STAR and IAA abstracts are cited in NASA/SCAN. However, as the system is refined optimally all abstracts from STAR and IAA will appear.]

For the above three items, consult the NASA Thesaurus (SP 7030) to familiarize yourself with the indexing vocabulary.

In addition, the NASA Continuing Bibliographies Series were prepared to identify scientific and technical aerospace reports on particular subjects of general interest. They will not be updated after this calendar year, but the older versions are still available.

The bibliographies contain citations and abstracts divided by year and personal author index.

All references have been announced either in STAR or IAA.

Categories: High Energy Propellants
Lunar Surface Studies
Communications Satellites
Bibliographies on Aerospace Science
Lasers and Masers
Aerospace Medicine and Biology
Planetary Atmospheres
Lubrication, Corrosion, and Wear

SYSTEM: RECON (See separate entries)

FOR INFORMATION CONTACT: Scientific and Technical Information Division

REFERENCES:

642

SOURCE DESCRIPTION

TITLE: NASA Regional Dissemination Centers

NATURE AND PURPOSE:

The NASA Regional Dissemination Centers (RDC) are depositories of notices of research and development work. They are sponsored by NASA initially and operated by university or not-for-profit organizations where they are located. Their purpose is set forth as follows:

1. To assist in the transfer of new technology

2. To educate industrial management in the use of externally generated knowledge to demonstrate the value of actively seeking for one's own use the results of research and development performed elsewhere.

Currently there are six RDC's. All of them have the basic NASA-supplied resource of the Scientific and Technical Information Facility computer tape of indexes to aerospace literature, published and unpublished, from the two NASA abstract journals (STAR and IAA--see separate entry) and the Aerospace Medicine and Biology Abstracts. In addition, each of the Centers has or will have in the near future:

1. The master tape index of all unclassified, unlimited distribution literature available from the Defense Documentation Center (DDC). In turn, the DDC has a copy of the master NASA aerospace tape.

2. Chemical Abstract Service's "Chemical Abstract Condensates," and

3. Engineering Index, Inc.'s "Engineering Index" which announces advances in engineering, electronics, and plastics.

Each of the Centers will provide the following services to their industrial clients.

Current Awareness Searches - Computer tapes bearing 6000 or so new citations of scientific and technical reports are searched each month for items of likely value to each client. This is done by machine matching an "interest profile" of the client's objectives, problems, needs, and desires against indexed descriptions of aerospace researchers' findings. Specialists then screen the citations obtained in this way for relevance and quickly forward the results to the client. He may then request and receive full copies of whichever documents among those cited that he decides may be useful to him.

Retrospective Searches - More thorough searches are made in response to clients' specific questions. Computer tapes bearing citations of previous as well as the most recent additions to the aerospace library are machine searched. The output is evaluated by the RDC's experts and sent to the company or person who posed the question. Full copies of the documents located in this way are also sent when requested.

Standard Interest Profiles - The regional centers prepare and use profiles of this type when they have numerous clients with closely related interests. Like readymade clothing, these profiles reduce the cost to customers who do not require custom-tailored information service.

Special Publications - RDC's send the following Technology Utilization Publications to their clients each week, and supply additional detailed information and backup data to particular clients on matters of interest to them:

Tech Briefs
Technology Utilization Compilations
Technology Utilization Reports
Technology Surveys
Conference Proceedings

Each of the Centers is an integral part of a different university or not-for-profit organization, and each uses a unique group to run the RDC. One of the objectives of the RDC is to provide information to serve the type of industry predominate in the area in which it is located. (Since commercial clients pay for the services of the RDC, it is necessary to serve the needs of the commercial client to get the business of that client. For a view of how these needs are determined and met, see the FINAL Report: NASA Technology Utilization Project, University of Connecticut, April 21, 1967, N67-25490.)

To cite an example of the unique data banks, the North Carolina Science and Technology Center at Research Triangle Park, North Carolina indexes over 30,000 titles from the Textile Technology Digest.

The mission of the RDC's is to keep persons engaged in R&D work informed as to what is being accomplished and has been accomplished in the areas of interest of the researchers. It is hoped that the RDC's help reduce the search time required of all professionals attempting to keep abreast of their field; to eliminate costly and time-consuming duplication of research; to aid in the development of better products and processes through the real-time dissemination of information and new technology; and additionally to save the clients the cost of subscriptions to all the literature in their field.

The present RDC's are as follow:

Aerospace Research Applications Center, Indiana

University Foundation, Bloomington, Indiana, 47405. Phone: 812/337-7970.

Knowledge Availability Systems Center, University of Pittsburgh, Pittsburgh, Pennsylvania, 15213. Phone: 412/621-3500, Ext. 6352.

New England Research Application Center, University of Connecticut, Storrs, Connecticut, 06268. Phone: 203/429-6166.

North Carolina Science and Technology Research Center, Post Office Bos 12235, Research Triangle Park, North Carolina, 27709. Phone: 919/834-7357 or 549-8291.

Technology Application Center, University of New Mexico, Box 185, Albuquerque, New Mexico, 87106. Phone: 505/277-3118.

Western Research Applications Center, University of Southern California, Los Angeles, California, 90007. Phone: 213/746-6133.

All of the centers are connected by a teletype which allows each of them to request searches of the data banks of the others.

Brochures are available on each of the RDC's from the Technology Utilization Division and from the individual Centers.

SYSTEM:

FOR INFORMATION CONTACT: Joe Carlson, Technology Utilization

REFERENCES: STAR, IAA, RECON

65a

SOURCE DESCRIPTION

TITLE: NASA RECON

NATURE AND PURPOSE:

96

The NASA RECON (Remote Console) is a real-time, on-line time-shared information retrieval system designed to provide NASA personnel and other authorized users with bibliographic information. The first data base provides reference to over 550,000 bibliographic entries in NASA's scientific and technical information facility.

The RECON Data Base 1 system is used by researchers to:

1. Determine the latest results of work being done by fellow researchers, and

2. Obtain a detailed historical review in any given subject area covered by the system.

The RECON is made up of a keyboard, television screen, and automatic printer which are used to communicate with the computer in the Scientific and Technical Information Facility in College Park, Maryland. Through a key-word index system the user can call up from the computer all bibliographic entries indexed for the term requested.

The first RECON Data Base file contains bibliographic references to all items abstracted in the two NASA-sponsored abstract journals, Scientific and Technical Aerospace Reports (STAR) and International Aerospace Abstracts (IAA) (see separate write-ups); and the abstracts in C-STAR (the STAR classified edition) and Aerospace Medicine and Biology (being discontinued at the end of this year).

For authorized agency users, access is now available to a second data base for NASA Administrator's correspondence files. This data base is in the developmental stages, but eventually will include reference to all correspondence of the four top administrative people (the Administrator, the Deputy Administrator, the Associate Administrator, and the Associate Deputy Administrator). Also currently being developed for this file is a special thesaurus of index words. By using an index word, relevant items will be identified and reference numbers to the actual documents given. The documents will then be retrieved from the files in hard copy if desired.

A third data base is being planned for the information from the NASA Research Resumes which give descriptions of research projects.

A fourth data base will permit access to NASA legal memoranda and case files.

The RECON system is similar to the accessing done at the Regional Dissemination Centers, but the two systems are not linked.

For further information, see "Introducing NASA's RECON" May, 1969, Scientific and Technical Information Division, Office of Technology Utilization.

Before using RECON, one should become familiar with the NASA Thesaurus of allowable index terms and term manipulations which allow for efficient use of the systems.

SYSTEM: STIF

FOR INFORMATION CONTACT: Scientific and Technical Information Division
Administrator's Correspondence: Elaine Beran

REFERENCES: See also: Regional Dissemination Centers
Individual entries for STAR, IAA, NASA Research Resumes, Administrator's Correspondence

66

SOURCE DESCRIPTION

99 TITLE: COSMIC (Computer Software Management and Information Center)--University of Georgia

NATURE AND PURPOSE:

Computer software developed by or for NASA, AEC and DOD is available to the government industries, educational institutions and the public to provide computer programs for the cost of reproduction and handling.

The COSMIC Center was established to evaluate computer software developed by those agencies and then disseminate the items submitted.

The major emphasis of the COSMIC program is the making available of computer programs developed with U. S. Government funds.

Computer programs from NASA are submitted to COSMIC through the New Technology Reporting System (see separate entry).

In order for the technical aspects of the process to be expedited, requirements for submittals of documentation and program packages are set forth in the COSMIC Standards Handbook.

SYSTEM: COSMIC

FOR INFORMATION CONTACT: Technology Utilization Division

REFERENCES: Computer Program Abstracts

67a

SOURCE DESCRIPTION

TITLE: Computer Program Abstracts

NATURE AND PURPOSE:

Computer Program Abstracts is an indexed abstract journal listing documented computer programs developed by or for the National Aeronautics and Space Administration, the Department of Defense, and the U. S. Atomic Energy Commission. The index follows similar format to the other NASA abstract indexes, STAR and IAA (see separate entry). It is published quarterly by NASA and is arranged in six sections. The first section contains program citations and abstracts arranged in thirty-four subject categories. Following are five indexes: subject, originating source, program number/accession number, accession number/program number, and equipment requirements.

The Subject Index is an alphabetical listing of the main subject headings by which the computer programs have been identified.

The Originating Source Index is an alphabetical listing of the names of organizations responsible for the computer programs contained in the journal.

The Program Number/Accession Number Index provides a cross-index from the program number assigned in the COSMIC inventory to identify coded source and sequence to the corresponding accession number assigned sequentially to abstracts in Computer Program Abstracts.

The Accession Number/Program Number Index, in turn, is a reverse index from NASA accession numbers to the program numbers.

The Equipment Requirements Index comprises an alphanumerical listing of the kinds of equipment required for the use of the computer programs included in Computer Program Abstracts.

The programs and documentation abstracts are available from COSMIC and the six Regional Dissemination Centers (see separate entry).

In addition, documentation for certain computer programs has been issued in the form of a NASA formal series report and is available from the Clearinghouse for Federal Scientific and Technical Information. This availability is indicated at the end of the specific program abstract in the Abstract Section.

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SYSTEM:

FOR INFORMATION CONTACT: Director, Technology Utilization Division

REFERENCES: STAR, IAA, COSMIC, Regional Dissemination Centers

SOURCE DESCRIPTION

TITLE: NASA Headquarters Information Center

NATURE & PURPOSE:

The NASA Headquarters Information Center was formed to enable the public to have easy access to every non-restricted document which is in any way under NASA jurisdiction.

The Center will either provide requested documents directly or will give referral as to where a document may be obtained, or what person would be the best source to answer a specific question or provide information or guidance toward information.

The only information not available through this source is information of a proprietary nature.

SYSTEM:

FOR INFORMATION CONTACT: Dema Nappier
DHA-72

REFERENCES:

SOURCE DESCRIPTION

TITLE: NASA International Programs

NATURE & PURPOSE:

Each six months, the Office of International Affairs releases a booklet, which is cumulative to date, which capsulises the international programs in which NASA is involved.

The booklet is distributed widely within NASA and outside to persons working in the international cooperation field, and to educational institutions. It is also used for briefing purposes for persons needing an overview on these programs. As an example, it would be used to brief ambassadors going to countries with whom the United States has a space cooperation program.

Included in the booklet are summaries of the authority, values, objectives, and guidelines of the International program; cumulative statistics on NASA international space activities; cooperative projects (including country, vehicle and orbit, spacecraft responsibility, experimenters, and experiment description), personnel exchanges, and a summary of NASA international activities, by country, showing the type of project--cooperative, operations support, or personnel exchanges.

SYSTEM:

FOR INFORMATION CONTACT: Miss Ruth Thomas, Code I

REFERENCES: